

**2.a. Confidential Record of Mentorship Meeting**

<b>Name of Mentee:</b>		
<b>Date of Meeting:</b>		
<b>Items for Review</b> <i>One item can become a major topic of current/future meeting.</i>	<b>Milestones</b> <i>The whats, whens, and hows – a major (ex: setting up an office) or a minor task (ex: getting multi-media assistance) is accomplished</i>	<b>Barriers</b> <i>Steps to resolve barriers – Bureaucratic, Administrative, Social, Others...</i>
Examples of Items:		
1. Clinical Practice: - Billing number, tracking of billing - Getting office support- - Receptionist/typing - Advertising - Sharing/Solo Office Participation in CME delivery		
2. Teaching - Faculty development syllabus for courses on teaching improvements - Multi-media assistance - Peer review of teaching (small group, lectures)		
3. Promotion - Review of promotion requirements - Getting in order: cv, publication list, referees, teaching evaluation...		
<b>Potential items for discussion with Division or Department Head</b>		
1.		
2.		
<b>Proposed focus/topic(s) and date for Next Meeting:</b>		