**EXPECTATIONS FOR INSTRUCTOR/TEAM/MENTOR MEETINGS**

1. Designate someone to lead the meeting. This person should prepare an agenda.
2. Work from the agenda. Review it at the start of the meeting and revise it if necessary.
3. Designate a recorder to capture major decisions and action items resulting from the meeting. The person leading the meeting should NOT be the meeting recorder. Strive to record minutes in real time so that these can be posted immediately following the meeting.
4. Begin the meeting with a review of previous action items as well as recent client communications. Use your logbooks to share discoveries and accomplishments.
5. Devote ample time to issues, future action items, deliverables, and assignments to be completed before the next meeting.
6. Have your team contract/portfolio on hand and be prepared to update it if issues come up.
7. Limit the meeting to 30-45 minutes.
8. At the end of the meeting, ask your recorder to summarize key items that will appear in the minutes.
9. Have the meeting recorder circulate meeting minutes within 24 hours after the meeting.
10. Use notes in your logbook to guide project activity and prompt additional logbook entries over the next week.