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| **Summary mentoring meeting** | |
| 1. Goal you worked on this meeting | |
| 2a. Take-aways | 2b. To do’s & timing |
| 3. Next meeting:  3a. Topic?  3b. Preparation?  3c. Date? | |
| 4. Other important issues to share/remember | |
| 5. Evaluation of the meeting and possible adaptations | |