You set the agenda and lead the meeting. Here is a suggested outline.

- Welcome, thank you
- Orient committee members
  - Share agenda and let the group know what you want, if anything specific, from them during the meeting.
  - Are there particular things you want the group to listen for/think about during the meeting?
  - Do you want overall advice/feedback?
  - Will you be framing questions for them as you go along?
- Scholarly Activity
  - Overall research progress
  - Research direction/focus (decisions about which project(s) to focus on presently and in the future)
  - Grants (present/planned)
  - Manuscripts (present/planned)
- Leadership activities or opportunities
- Teaching (medical students, residents, fellows, faculty)
  - Didactics
    - Evaluations/feedback
  - Trainees/Mentees
- Service
  - Journal reviewing/editorial board membership
  - Regional/national society membership
  - Committee work
  - Grant reviewing (local, national)
  - Administrative roles
  - Clinical service
- Awards/recognition
  - Invited talks
  - Moderating sessions at meetings
  - Honorary society membership (ASCI, APS, SPR, AAP, AAAS)
- Allow time for open discussion (15 mins or so). As you know, there are lots of great ideas that get generated from those around the table.
- Take notes, or ask someone to do this for you.
- Sent a thank you to members afterwards, with a summary of your next steps.

A Mentor Committee Meeting Summary Form needs to be completed and submitted as indicated below:

- Submit **one copy** to your division director
- Submit **one copy** to Maggie Boss, Office of Faculty Development: maggie.boss@chp.edu