

Tip: One-on-One meeting notes can also be used to take note of what needs to be done before the next meeting, answers to any questions, or notes/comments on anything during the meeting. They're a great way to keep track of someone's work and progress.

Name and Name Meetings

Month	Career/Academic Goals: (These goals differ depending on who the meeting is with. For instance, for a meeting with a part-time college assistant who is also in college, you might ask them for monthly academic goals.) <ul style="list-style-type: none">• TLH Goals: <ul style="list-style-type: none">•
Month	Career/Academic Goals: <ul style="list-style-type: none">• TLH Goals: <ul style="list-style-type: none">•

Zoom Meeting Link:

Date (formatting: Month day, year at time, i.e. April 10, 2023 at 1-3 PM)

Updates:

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Questions:

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Academic Updates: (These updates are the same as with Career or Academic goals, it depends on where the person is, in their education/career. This will be tailored to the person you are meeting with.)

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