For mentor meetings

<table>
<thead>
<tr>
<th>Meeting # Dates</th>
<th>Meeting Key theme</th>
<th>Specifics to discuss</th>
<th>Materials to review before meeting</th>
<th>Supporting documents Some may be handed out to students</th>
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<tbody>
<tr>
<td>1 Feb 4 - 15</td>
<td>Intros and initial scoping</td>
<td>• Introductions&lt;br&gt;• Review host interactions to date&lt;br&gt;o Why does host want this project?&lt;br&gt;• Review organizational profile; implications?&lt;br&gt;• Team process&lt;br&gt;o Project-team-individual development&lt;br&gt;• Logistics&lt;br&gt;o Visa check: share host advice, remind that students bear all visa costs including expeditor&lt;br&gt;o Host contributions&lt;br&gt;• Initial ideas on work plan&lt;br&gt;o Interim study options&lt;br&gt;o Weekly mileposts&lt;br&gt;• Reminder: Read entire syllabus carefully!&lt;br&gt;o Travel not automatic&lt;br&gt;o Keep an eye on travel risks&lt;br&gt;o No $-related negotiation&lt;br&gt;o Manage travel frugally please</td>
<td>• One-page projects and teams overview or master spreadsheet&lt;br&gt;• [Grid mapping project-team-individual development]&lt;br&gt;• Work plan assignment For each team:&lt;br&gt;o Host application &amp; additional materials&lt;br&gt;o Past host projects&lt;br&gt;o [past similar projects]&lt;br&gt;o Student bios, resumes&lt;br&gt;o WedUps to date&lt;br&gt;o Organizational Profile&lt;br&gt;o Professional development plans (from TA)&lt;br&gt;o Host visa advice if available&lt;br&gt;o Host contribution notes—make sure students know what the host said they would cover</td>
<td>• Mentor meeting checklist to complete during meeting&lt;br&gt;• Preparation plan and agenda&lt;br&gt;• Professional development action plan&lt;br&gt;• Theory of change or ToC handout&lt;br&gt;• Team development handout&lt;br&gt;• Sample work plans&lt;br&gt;• Meeting 1 Team notes and next steps template</td>
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<td>2 Feb 18 - 21</td>
<td>Work plan review</td>
<td>• Work plan review&lt;br&gt;o Scope&lt;br&gt;o Critical decisions&lt;br&gt;o Key dependencies&lt;br&gt;o Is it ready to send on, else corrective feedback&lt;br&gt;• Sloan portfolio assignment plan&lt;br&gt;• Needed info, resources, contacts?&lt;br&gt;o Our resource library&lt;br&gt;o Feb 28 guest list: any links?&lt;br&gt;o Course team rolodex&lt;br&gt;• Logistics check&lt;br&gt;o Shots, meds, visas, air travel, long-distance overland, lodging&lt;br&gt;o Other work needs on site? Translators, internet, printers, local transport</td>
<td>• Instructions for emailing work plan to hosts For each team:&lt;br&gt;o Draft Work plan&lt;br&gt;o WedUps to date</td>
<td>• Mentor meeting checklist&lt;br&gt;• Stakeholder worksheet&lt;br&gt;• Sample interim reports&lt;br&gt;• Meeting 2 Team notes and next steps template</td>
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<td>3 March 4 - 6</td>
<td>Interim work review</td>
<td>• Update on interim report&lt;br&gt;o Corrective feedback as needed&lt;br&gt;• Check in on project-team-individual development&lt;br&gt;• Trip planning&lt;br&gt;o Country briefing review&lt;br&gt;o Mentor visit</td>
<td>• Country briefings online For each team:&lt;br&gt;o Draft interim report&lt;br&gt;o WedUps to date</td>
<td>• Mentor meeting checklist&lt;br&gt;• Sample interim reports&lt;br&gt;• Meeting 3 Team notes and next steps template</td>
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| **4** As needed Before Mar 15 On-site plan check | *To be scheduled as required*  
• Check on interim report finalization, OK  
• Check on project-team-individual development if needed  
• Any logistical or host interaction concerns? | For each team:  
• Annotated bibliography  
• Next draft of interim report  
• WedUps to date | • Mentor meeting checklist  
• Meeting 4 Team notes and next steps template |
| **5** April 2 – 9 Wrap-up plan | • Create wrap-up plan – not too big, not too small. Calibrate via person-hours estimate  
• Close the loop on project-team-individual development  
• Upcoming course team debrief on project and experience | • Project finalization checklist  
For each team:  
• All interim and onsite materials  
• WedUps to date | • Mentor meeting checklist  
• Samples  
  o Wrap-up projects  
  o Host letter  
  o Executive summary  
  o poster  
• Meeting 5 Team notes and next steps template |