

BrainBridge Connections Student Meeting Notes

a. Session Details:

- i. Date: [MM/DD/YYYY]
- ii. Time: [Start and End Time]
- iii. Mentor's Name: [Name of the mentor]

b. Goals for the Session:

- i. Objectives:
 - 1. What do you hope to achieve in this meeting?
 - 2. List some questions you hope to ask your mentor.

c. Discussion Points:

- i. Key Takeaways:
 - 1. What are some important takeaways from this session?
- ii. Advice and Feedback Received:
 - 1. What feedback did you receive?
 - 2. What did you do well?
 - 3. What do you need to improve?

d. Project Progress:

- i. Current Work:
 - 1. Provide a summary of the work completed or in progress
- ii. Challenges:
 - 1. What challenges did you face in your research process?

e. Action Items:

- i. Tasks to Complete:
 - 1. What are some specific tasks to work on before the next session?
- ii. Resources to Review:
 - 1. What are some materials to read, or any new tools you have to try?

f. Questions and Clarifications:

- i. Questions for Mentor:
 - 1. Are there any new questions you have for your mentor?
- ii. Clarifications Needed:
 - 1. What does your mentor need to clarify better?

g. Reflections:

- i. Personal Reflections:
 - 1. What were your thoughts on the session? Did you get everything you wanted out of it?
 - 2. What did you learn?
- ii. Areas for Improvement:
 - 1. What do you need to improve on for next time?

h. Next Meeting:

- i. Date and Time: [Scheduled time for the next session]
- ii. Preparation: [Any preparation required for the next meeting]