

## Agenda

Agenda Item	To Discuss	Follow Up/Notes
Icebreaker/ Opener <sup>1</sup> (2-5 mins)		
Reflection & Meaning Making (3-5 mins)		
Feedback (10-15 mins)	Assessment & overall feedback for the past week's key deliverable(s) or task(s) <sup>2</sup> :	
Preparing for the Week (5-10 mins)	What tasks and deliverables will the intern be responsible for in the coming week? What skills will the intern need to use (soft skills, technical skills, etc)? What will success look like?	
Close Out (2-5 mins)	Confirm and calendar any scheduling changes, if necessary.	

<sup>1</sup> Start with an opener to get to know each other more and build rapport with your intern

<sup>2</sup> To prepare for this section, reflect on both of the following questions: What is the intern doing well in this work period and what advice will I have for maintaining this success? What is the intern not doing well in this work period and how will I constructively guide a different approach?

	Review and finalize next steps (ensure due dates are clear) Any final clarifying questions?	
--	--	--

### Example Prompts for Reflection & Meaning Making

- What's one thing you think you did well this week? How did you know you did well? What skill(s) did you use?
- How can the skill(s) you've mastered be used to help improve other areas where you struggle?
- How might the skills you're developing in this internship help you in the future?
- By the end of the internship, what would you like to say you accomplished? How will that accomplishment help you in the future?
- Are you meeting your internship goals? What's one thing you could do to ensure you more effectively meet them next week?
- What are you learning about yourself through this internship? What are you learning about the industry or work in general?
- Do you see the connection between your work in this internship and the larger organization's mission and goals? If not, let's discuss.