

## For mentor meetings

Meeting # Dates Key theme	Specifics to discuss	Materials to review before meeting	Supporting documents Some may be handed out to students
<b>1</b> Feb 4 - 15 Intros and initial scoping	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review host interactions to date             <ul style="list-style-type: none"> <li>○ Why does host want this project?</li> </ul> </li> <li>• Review organizational profile; implications?</li> <li>• Team process             <ul style="list-style-type: none"> <li>○ Project-team-individual development</li> </ul> </li> <li>• Logistics             <ul style="list-style-type: none"> <li>○ Visa check: share host advice, remind that students bear all visa costs including expediter</li> <li>○ Host contributions</li> </ul> </li> <li>• Initial ideas on work plan             <ul style="list-style-type: none"> <li>○ Interim study options</li> <li>○ Weekly mileposts</li> </ul> </li> <li>• Reminder: Read entire syllabus carefully!             <ul style="list-style-type: none"> <li>○ Travel not automatic</li> <li>○ Keep an eye on travel risks</li> <li>○ No \$-related negotiation</li> <li>○ Manage travel frugally please</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• One-page projects and teams overview or master spreadsheet</li> <li>• [Grid mapping project-team-individual development]</li> <li>• Work plan assignment</li> </ul> <p>For each team:</p> <ul style="list-style-type: none"> <li>• Host application &amp; additional materials</li> <li>• Past host projects</li> <li>• [past similar projects]</li> <li>• Student bios, resumes</li> <li>• WedUps to date</li> <li>• Organizational Profile</li> <li>• Professional development plans (from TA)</li> <li>• Host visa advice if available</li> <li>• Host contribution notes—make sure students know what the host said they would cover</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor meeting checklist to complete during meeting</li> <li>• Preparation plan and agenda</li> <li>• Professional development action plan</li> <li>• Theory of change or ToC handout</li> <li>• Team development handout</li> <li>• Sample work plans</li> </ul> <ul style="list-style-type: none"> <li>• Meeting 1 Team notes and next steps template</li> </ul>
<b>2</b> Feb 18 - 21 Work plan review	<ul style="list-style-type: none"> <li>• Work plan review             <ul style="list-style-type: none"> <li>○ Scope</li> <li>○ Critical decisions</li> <li>○ Key dependencies</li> <li>○ Is it ready to send on, else corrective feedback</li> </ul> </li> <li>• Sloan portfolio assignment plan</li> <li>• Needed info, resources, contacts?             <ul style="list-style-type: none"> <li>○ Our resource library</li> <li>○ Feb 28 guest list: any links?</li> <li>○ Course team rolodex</li> </ul> </li> <li>• Logistics check             <ul style="list-style-type: none"> <li>○ Shots, meds, visas, air travel, long-distance overland, lodging</li> <li>○ Other work needs on site? Translators, internet, printers, local transport</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Instructions for emailing work plan to hosts</li> </ul> <p>For each team:</p> <ul style="list-style-type: none"> <li>• Draft Work plan</li> <li>• WedUps to date</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor meeting checklist</li> <li>• Stakeholder worksheet</li> <li>• Sample interim reports</li> </ul> <ul style="list-style-type: none"> <li>• Meeting 2 Team notes and next steps template</li> </ul>
<b>Check that team emails your approved work plan to host and that host okays the plan</b>			
<b>3</b> March 4 - 6 Interim work review	<ul style="list-style-type: none"> <li>• Update on interim report             <ul style="list-style-type: none"> <li>○ Corrective feedback as needed</li> </ul> </li> <li>• Check in on project-team-individual development</li> <li>• Trip planning             <ul style="list-style-type: none"> <li>○ Country briefing review</li> <li>○ Mentor visit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Country briefings online</li> </ul> <p>For each team:</p> <ul style="list-style-type: none"> <li>• Draft interim report</li> <li>• WedUps to date</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor meeting checklist</li> <li>• Sample interim reports</li> </ul> <ul style="list-style-type: none"> <li>• Meeting 3 Team notes and next steps template</li> </ul>

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<b>[4]</b> As needed Before Mar 15 On-site plan check	<i>To be scheduled as required</i> <ul style="list-style-type: none"> <li>• Check on interim report finalization, OK</li> <li>• Check on project-team-individual development if needed</li> <li>• Any logistical or host interaction concerns?</li> </ul>	For each team: <ul style="list-style-type: none"> <li>• Annotated bibliography</li> <li>• Next draft of interim report</li> <li>• WedUps to date</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor meeting checklist</li> <li>• Meeting 4 Team notes and next steps template</li> </ul>
<b>5</b> April 2 – 9 Wrap-up plan	<ul style="list-style-type: none"> <li>• Create wrap-up plan –not too big, not too small. Calibrate via person-hours estimate</li> <li>• Close the loop on project-team-individual development</li> <li>• Upcoming course team debrief on project and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Project finalization checklist</li> </ul> For each team: <ul style="list-style-type: none"> <li>• All interim and onsite materials</li> <li>• WedUps to date</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor meeting checklist</li> <li>• Samples               <ul style="list-style-type: none"> <li>○ Wrap-up projects</li> <li>○ Host letter</li> <li>○ Executive summary</li> <li>○ poster</li> </ul> </li> <li>• Meeting 5 Team notes and next steps template</li> </ul>

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