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| **Summary mentoring meeting** |
| 1. Goal you worked on this meeting
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| 2a. Take-aways*
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 | 2b. To do’s & timing*
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| 3. Next meeting:3a. Topic?3b. Preparation?3c. Date? |
| 4. Other important issues to share/remember |
| 5. Evaluation of the meeting and possible adaptations |