Follow-up Checklist – Speed Mentorship Sessions

- ☐ Create attendee survey
- ☐ Send the survey to all who RSVP'd
 - ☐ Include a question about whether they attended, and if not, why did they miss the session
 - ☐ Ask them to opt in to hear about future sessions
- ☐ Send thank you message to mentor team members
- Post-mortem review
- □ Set schedule of milestones for next year



