

## VMS Mentor 1 Pager

1. After agreeing to work with a venture, **you will be introduced to them over email**. It is their responsibility to set up the first meeting with you and they will most likely use [www.doodle.com](http://www.doodle.com).
2. Prior to the first VMS Charter Meeting, **the entrepreneur should email you any business materials** (e.g. business plan, pitch deck, business model canvas, etc.) to review before the in-person meeting. They will also want to prepare a 20-30 minute overview of their story and current business needs.
3. **Attend the VMS Charter Meeting**
  - a. During the meeting, you and the venture team will examine their current business needs, review program expectations, and establish a strong working relationship. This is not meant to be a mentoring session but a building block for the VMS mentoring experience to follow.
  - b. The Charter Meeting will end by you and the entrepreneurs establishing a concrete plan for the first official mentor meeting, including any homework assignments. For example, if a key milestone is to land an initial customer 6 months from now, then their homework might be to call five potential customers before the next meeting.
  - c. Following the charter meeting, the mentors should stick around for a short debrief discussion. This is an opportunity to candidly discuss the venture and how you can help them as a mentor team. This is also an opportunity to fill out the [Mentor Meeting Form](#) as a group.
4. If you are the Lead Mentor, you are responsible for ensuring the [Mentor Meeting Form](#) is **completed** within 24 hours of the first meeting. This helps the Program Manager keep track of all meeting activities.
5. The **venture team is responsible for emailing meeting notes** following every meeting that include Key Milestones, Homework Assignments, and a Meeting Summary as well as those present at the meeting. They are also responsible for filling out a Venture Meeting Form.
6. After the venture completes their homework, **they are responsible for reaching out to the mentors again to schedule another meeting**. Following this meeting, you should fill out the [Mentor Meeting Form](#) again and the venture should email notes as well as fill out the venture meeting form.
7. **After 90 days, the mentors and venture should have met at least 3 times**. At the third meeting, you must discuss progress so far and have a candid discussion of how well the program is working. This is an opportunity to either reconfirm both sides commitment or step back and evaluate whether there is a fit. If both sides need time outside the meeting to assess this, then they should do so but reach back over email once they decide whether to continue or not. Mentors will give a brief update on the venture during the monthly mentor meeting.