

VMS Charter Meeting Assessment Form

PURPOSE:

- Establish a mutual understanding of VMS purpose and goals
- Discuss expectations and procedures as related to VMS
- Establish a strong working relationship before the mentoring process begins

AGENDA:

Time	Description
10 minutes	Introductions (Mentors and Entrepreneurs) —Summarize relevant job history, area(s) of expertise, entrepreneurial background, previous mentoring experience and VMS history
10 minutes	VMS Program Expectations (CED staff) —Refresher on VMS goals and protocols, examples of VMS milestones/success stories, path to graduation
40 minutes	<p>Business Needs Discussion (Mentors and Entrepreneurs)</p> <p>Venture-Led (20 min.)</p> <ul style="list-style-type: none"> • Venture recap of business story (in your own words, not a pitch) • Brief review/sharing of relevant business documents (e.g. pitch deck, business plan, business model canvas, executive summary) • Current Business Needs/Challenges (Top 3) • Milestones (Critical milestones in next 3-18 mo.) • VMS needs: What you hope to get from your VMS mentors? <p>Mentor-Led (20 min.)</p> <ul style="list-style-type: none"> • Perspective on venture challenges and milestones • Mentor Perspective on VMS needs (reconcile with venture) • Mentor expectations and commitments • Discussion on path to graduation (90-day v. post 90-days)
15 minutes	<p>Meeting Expectations & Working Relationship</p> <ul style="list-style-type: none"> • Meeting frequency and location—set next 3 meetings! • Review model agenda for all meetings: 1) Venture update; 2) Venture progress on milestones/goals; 3) Key Issues according to both mentors and ventures; 4) Goals/Assignments for next meeting • Looking Ahead: Pre-meeting Discussion <ul style="list-style-type: none"> ○ Focus and objectives for next meeting ○ Venture assignments, reminder to prepare agenda • Mentor-only meeting wrap-up