|  |  |
| --- | --- |
| **Date**  |  |
| **Client Name** |  |
| **UHatch Membership Status**  | Member/Non-memberIf yes, a member since:Membership payment date:  |
| **Relationship wot GCU** | StudentStaffAlumni |
| **Staff seen** |  |
| **Type of Appointment** | Introduction to UHatch Business Advice Mentoring/coachingOther (please state)  | Follow up session? Yes/No  |

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| --- | --- |
| **Purpose of session**  |  |
| **Summary of discussion** |  |
| **Follow up session requested?** | Yes / No If yes,Date:Expected duration of session: Type of follow up: Face-to-face meeting / Email / Telephone /Skype  |
| **Actions for next meeting (if applicable)**  |  |