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| --- | --- | --- |
| **Date** |  | |
| **Client Name** |  | |
| **UHatch Membership Status** | Member/Non-member  If yes, a member since:  Membership payment date: | |
| **Relationship wot GCU** | Student  Staff  Alumni | |
| **Staff seen** |  | |
| **Type of Appointment** | Introduction to UHatch  Business Advice  Mentoring/coaching  Other (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)** |  |