**ENTREPRENEURSHIP - MENTORING LOGBOOK**

|  |  |
| --- | --- |
| *Entrepreneurship Business Mentoring Supplement to Logbook* | |
| **Role of Business Mentor** | The role of the Entrepreneurship business mentor is to support the students in terms of business related issues. |
| **Purpose of the Logbook** | This logbook has been included to record the mentoring time spent on discussing and structuring a business start-up. The logbook should show that 5 hours of mentoring was carried out with each group. |
| **Tasks** | The logbook should show that the mentor and the group have discussed several business related issues which can include, amongst others:   * Develop and improve the start-up/business plan from an industry perspective while keeping the assessment criteria in mind * Type of marketing that is most suited for a particular business idea * Primary market research, * Legal aspects the start-up should consider * Pricing / sales forecasting * Financial Statements * Sales pitch   Mentor’s suggestions should be considered by the group but the final decisions to be taken are the responsibility of the group itself |
| Discuss group dynamics |
| Each meeting should be finalised by updating the logbook with a very brief summary of progress and issues discussed, followed by business mentor recommendations |
| **Meetings & Communication** | Meetings can be held both in person or online via MS Teams  Communication via email should be through the official MCAST email address |

|  |  |
| --- | --- |
| *Entrepreneurship Mentoring Task* | |
| **Group Number** |  |
| **Mentor Name** |  |
| **Student Names** |  |
|  |
|  |
|  |
|  |
|  |
|  |

**Note**

1. It is the student’s responsibility to ensure that this logbook is correctly documented and maintained, and that Mentor recommendations and signatures are acquired after each and every meeting.
2. The College reserves the right to not accept the students’ Entrepreneurship project for evaluation if this logbook is not filled in correctly and duly signed by the students and Mentor as indicated. Electronic signatures are acceptable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Number : 01** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Business Mentor Recommendations** *(Point Form)* | | | |

|  |  |  |
| --- | --- | --- |
| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Mentor Signature** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Number : 02** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Business Mentor Recommendations** *(Point Form)* | | | |

|  |  |  |
| --- | --- | --- |
| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Mentor Signature** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Number : 03** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Business Mentor Recommendations** *(Point Form)* | | | |

|  |  |  |
| --- | --- | --- |
| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Mentor Signature** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Number : 04** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Business Mentor Recommendations** *(Point Form)* | | | |

|  |  |  |
| --- | --- | --- |
| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Mentor Signature** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Number : 05** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Business Mentor Recommendations** *(Point Form)* | | | |

|  |  |  |
| --- | --- | --- |
| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Mentor Signature** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Number : 06** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Business Mentor Recommendations** *(Point Form)* | | | |

|  |  |  |
| --- | --- | --- |
| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Mentor Signature** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Number : 07** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Business Mentor Recommendations** *(Point Form)* | | | |

|  |  |  |
| --- | --- | --- |
| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Mentor Signature** |
|  |  |  |