香港保險業聯會
The Hong Kong Federation of Insurers

HKFI Elite Talent Development Programme 2024

Meeting/Communication Record

To be completed by Mentee

Please return to the HKFI Secretariat via email to communications@hkfi.org.hk by 30 April 2025

Name of Mentor _____ Name of Mentee _____

Meeting/Communication Record (#delete as appropriate)

Date	Format	Topics discussed	Remarks
	Phone/Email/WhatsApp/Video Chat/Wechat/ LinkedIn/F2F (coffee-chats, lunch or dinner)#		
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Please use separate sheets if the space provided is insufficient.