

MENTOR SESSION LOG

DigiCollab Hackathon – complete after each team visit

Team	Mentor	Date & time
------	--------	-------------

A – Current status

Where is the team in their process?

What phase are they in? What have they produced so far?

B – This session

Key points discussed

Main topics, questions explored, frameworks or tools introduced

Guidance or resources provided

Specific advice given, links, tools or contacts shared

C – Challenges and blockers

Obstacles or concerns identified

Technical, conceptual, team dynamics, scope, motivation

Type of challenge – tick all that apply

Technical
 Scope / ambition
 Team dynamics
 Motivation / confidence
 Concept clarity
 Time management

Other:

D – Next steps and follow-up

Team's committed next steps

What did they agree to work on before the next visit?

Follow-up needed from mentor

Resources, contacts or expertise to bring next time

Escalate to facilitators?

Any team dynamics, welfare or logistics issue to flag

Team confidence level – circle one:

• HIGH

• MEDIUM

• LOW

E – Observations for the organising team

Anything the facilitators or coordinators should know?

Welfare concerns, standout ideas, resource needs, dynamics to watch

Usage: Complete this log after each team visit. Hand completed logs to the event coordinator at each mentor check-in (mid-Day 1, end-of-Day 1, Day 2 morning). Logs feed the coordination huddle and help ensure no team is left without support.