

# MENTOR SESSION LOG

DigiCollab Hackathon – complete after each team visit

| Team | Mentor | Date & time |
|------|--------|-------------|
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## 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.