

WMI Fellowship Meeting Report 2025

After each meeting held by a WMI Fellowship, an official report is required. Once this form is submitted, it will be available to you and future leadership members as a historical record of all events and activities performed.

Please have one leadership member complete this report within one week of the meeting taking place. The individual who completes this form does not need to be the same each time.


WMI looks forward to learning about your activities and sharing your successes with other WMI Scholars and our supporters. If you have trouble with this form, please contact phoeby@wellsmountaininitiative.org

* Indicates required question

1. Email *

2. Name of WMI Fellowship Leadership Member submitting the meeting report: *

3. WMI Fellowship: *

 Dropdown

Mark only one oval.

- ☐ Ghana
- ☐ Kenya
- ☐ Liberia
- ☐ Malawi
- ☐ Mexico
- ☐ Nepal
- ☐ Nigeria
- ☐ Rwanda
- ☐ Sierra Leone
- ☐ South Sudan
- ☐ Uganda
- ☐ Zambia
- ☐ Zimbabwe

4. Date of Meeting: *

Example: January 7, 2019

5. Location of Meeting (Place & City/Virtual): *

Attendance Reporting

In addition to answering these three questions, please also upload a list of WMI Student & Graduate Scholars who were in attendance as an Excel document. This upload feature is at the end of the form or if you face difficulties, you can email the attendance list to phoeby@wellsmountaininitiative.org

6. Total number of fellowship leaders at the meeting: *

7. Total number of members in attendance at the meeting (do not include leadership members): *

8. Total number of scholars who confirmed their intent to attend the meeting and did not show up: *

Report of Activities

In addition to answering these questions, please also upload the best photos from the meeting to share with WMI. This upload feature is at the end of the form or if you face difficulties, you can email them to phoeby@wellsmountaininitiative.org

9. What type of meeting was this? Check all options that apply. *

Check all that apply.

- ☐ Meeting For All Fellowship Members
- ☐ Meeting For Leadership Members Only
- ☐ Community Service Activity
- ☐ Professional Skill Development Activity
- ☐ Networking Activity
- ☐ Dream Big Conference Planning Meeting
- ☐ Other

10. If other, please explain.

11. What were the goals of hosting this meeting? *

12. Were the goals fully achieved? Please explain. *

13. If this was a community service, professional skill development or networking activity, please include a detailed explanation of the activities and outcomes.

14. If this was a community event, how many community members were engaged or benefited from the activity?

15. What was the total amount spent by the Fellowship to host this meeting? Please provide the amount in the local currency. *

Report on Future Plans

Planning is the key to success. It is important to build strong interest and commitment to activities by involving others and assisting them to plan ahead. WMI looks forward to learning about the next steps the Fellowship intends to take.

16. Were future meetings discussed? *

Mark only one oval.

☐ Yes

☐ No

17. When is the next meeting scheduled to take place?

Example: January 7, 2019

18. Where will the next meeting take place (City/Name of location/Virtual)?

19. What type of meeting will this be? Check all options that apply.

Check all that apply.

- ☐ Meeting For All Fellowship Members
- ☐ Meeting For Leadership Members Only
- ☐ Community Service Activity
- ☐ Professional Skill Development Activity
- ☐ Networking Activity
- ☐ Dream Big Conference Planning Meeting
- ☐ Other

20. If other, please explain.

21. Supporting Documents: Please a meeting/event report/ minutes attach and * good quality photos from the meeting/activities and caption the photo if an explanation is necessary. Remember to attach your attendance list as an Excel document. Additionally, you are also able to attach other relevant documents from the meeting.

Files submitted:

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