



Launch Meeting

Overview

1. Introductions
 - Bio / background (mentor/mentee)
2. Review InFuse goals and expectations (mentor)
 - Attendance, participation and engagement
 - Advance corporate supplier diversity initiatives and promote MBE growth
 - Complete surveys as requested
3. Schedule all meetings within a 12-month period (mentor/mentee)

Agenda

1. Complete MMSDC Supplier Diversity Assessment (mentor/mentee)
2. Overview of 8 NMSDC best practices (mentor)
3. What is your MBE % of total purchases? Set action items to increase by 1% year over year. (mentee)
4. Identify and connect to MMSDC Industry Group (mentor)
5. Share supplier diversity current initiatives (mentee)
 - Brief PPT, share examples, reporting structure, etc.
6. Discuss current challenges/barriers (mentee)
7. Share expectations from InFuse (mentee)
8. Invite to events and/or relevant activities (within corporation or external network) (mentor)
9. Review MMSDC events and programs (mentor)
 - Signature Events: MMPC, Golf Outing, ACE Awards (nomination process / application review)
 - [Search for Certified MBEs](#) – Additional fees may apply, review with MMSDC staff
 - Report quarterly MBE Spend / [Unitier](#)

Resources

- [MMSDC website](#)
- [InFuse Materials & Resources](#)
- [Council of Supplier Diversity Professionals](#). If not a member, invite to next meeting by submitting a guest application.
- Billion Dollar Roundtable, Inc., [Supplier Diversity Best Practices Book](#)
- [NMSDC How to Guide](#)
- 333 Years to Parity - [Video](#), [Worksheet \(PDF\)](#), [Excel Worksheet](#)

HELPFUL HINTS

- Mentoring meetings can be conducted one-on-one or in small groups.
- Consider small group sessions with 1-2 mentor/mentee
- Utilize MMSDC resources
- Extend meetings to include CPOs, buyers, or other business partners
- Share a brief current state of corporate supplier diversity initiative presentation (mentor & mentee)

Assessment Score:

MBE % of Total Purchases:

Notes:

Action Items:

