(Optional) The committee and advisor should meet briefly before the student arrives. This provides an opportunity for discussion of any concerns regarding the student’s progress. After the meeting has ended, the advisor leaves the meeting. This allows the student to discuss any concerns.

(Required) After the committee meeting has ended, the Chair of the committee fills out this form, sends it to the committee members for approval, and then sends it to the DGS for distribution to the student.

Student:
Mentor:
Committee (Members present and absent)
Date of Committee Meeting:
Date of previous Committee Meeting:
Number of months since last Committee Meeting:
Target date for completion of Ph.D.:

Progress toward specific aims since previous meeting:

Research Plan for next 6-12 months:

Publications (including submitted and planned) and presentations:

General Impression/Comments:

Any specific areas that need improvement:

How was this meeting valuable for the student in terms of scientific direction from all present?

What is the student thinking about his/her future career (i.e, postdoctoral work, etc.)?