# Sample ‘Meeting progress’ template:

|  |  |  |
| --- | --- | --- |
|  | | Date: |
| **Since last meeting** | | **Outcomes** |
| 1. | Things I was going to do: |  |
| 2. | Things supervisor was going to do: |  |
| 3. | Other developments: |  |
| 4. | Show & Tell : drafts, results, hypotheses |  |
| 5. | Feedback from supervisor:   * Comments on last draft * Comments on research |  |
| 6. | Questions, issues that need clarifying:   * My questions * Supervisor’s questions |  |
| Next steps: | |  |
| 7. | Things I will do |  |
| 8. | Things supervisor will do |  |
| 9. | Are we on-track? What is the next milestone? |  |
| 10. | Date of next meeting: |  |
| 11. | THE NEXT MOST IMPORTANT THING IS… |  |

Hugh Kearns (2008), *PhD in Progress*. <http://www.ithinkwell.com.au/resources>