# 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>