**Supervisory Committee Meeting Progress Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Information** |  |  |  |
| Student Name:  |       | Supervisor:  |       |
| Degree Program:  |  | Start Date:  |       |
| Date of Meeting:  |       | Location:  |       |
| Thesis Proposal Approved:  |  Date of Approval |
| Candidacy Exam (PhD students) (Date or Expected Date of Completion):  |       |
| Thesis (Expected Date of Completion):  |       |
| Date of Last Meeting:  |       |

1. **Meeting Minutes** - To be completed and submitted separately to your Graduate Program Administrator.
* Discussion of research plan and progress (MANDATORY)
* Approximate date of next meeting (MANDATORY)
* Suggestions for future courses and/or courses completed to date, including final grades.
* When the research proposal will be completed
* Possible date for Candidacy examination
* Permission to write and possible date to defend thesis
* If this is near or beyond the end of the 2nd year (MSc) or 4th year (PhD), include the outline of student’s plan for completion with target dates.
* **Signatures or electronic confirmation of approval of the minutes from each committee member and the student.**
1. **Committee Discussion** – To be completed by committee members in the absence of the student, before adjourning the meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unsatisfactory | Satisfactory | Good | Very Good  | Excellent |
| The presentation and/or report was | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Progress since the last meeting is | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Student’s capacity to answer questions during the meeting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Student’s engagement | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Student’s attendance in the lab | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall progress on thesis project | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

|  |
| --- |
| Comments of Supervisory Committee:      |

*\*If any items are listed as ‘unsatisfactory’, the reason for this evaluation should be summarized in the minutes, discussed with the student, and a strategy to address the deficiency should be provided.*

1. **Comments provided by the student**

|  |
| --- |
|       |

**Signatures**

|  |  |  |
| --- | --- | --- |
|      Student’s Name (Printed) | Signature | Date |
|      Supervisor’s Name (Printed) | Signature | Date |
|      Committee Member’s Name (Printed) | Signature | Date |
|      Committee Member’s Name (Printed) | Signature | Date |
|      Committee Member’s Name (Printed) | Signature | Date |