**Supervisory Committee Meeting Progress Report**Please submit form to Graduate Program Administrator after the meeting in one package (form, minutes, each member’s approval)

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| **Student Information** |  |  |  |
| Student Name:  |  | Supervisor:  |  |
| Degree Program:  |  | Start Date:  |  |
| Date of Meeting:  |  | Location:  |  |
| Thesis Proposal Approved:  |  |
| Candidacy Exam (PhD students) (Date or Expected Date of Completion):  |  |
| Thesis (Expected Date of Completion):  |  |
| Date of last Journal Club: |  |
| Date of last Research in Progress (RIP): |   |
| Date of Last Meeting: |  |
|  |  |

1. **Meeting Minutes** – Minutes are responsibility of supervisor or a committee member, not the student.
* 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.
1. **Committee Discussion** – To be completed by committee members in the absence of the student, before adjourning the meeting

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| --- | --- | --- | --- | --- | --- |
|  | 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 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| 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**

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**Signatures: Approval of supervisory committee meeting report and meeting minutes taken**

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

**MEETING MINUTES**

|  |  |  |
| --- | --- | --- |
| **Student Name:**  | **Degree Plan:** | **Date:** |

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