# Meeting Agenda

Attendees: Name(s)

1. Introductions
2. Progress Update (Courses, Comps (PhD), thesis; research outputs); timeline.
3. General/Open Discussion on progress/next steps
4. Specific Issues
	1. Topic
	2. Topic
5. Minutes, Meeting Summary and Action Items
6. Summary of Committee Recommendations (to be completed at or after meeting)
	1. Name – suggestion
	2. Name - suggestion
	3. Name - suggestion
7. Action Items- Trainee next steps and completion target dates.

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| Task | Date | Comments |
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1. Minutes with Submission to committee for review

Minutes submitted by: Name/date

Minutes approved by committee: