# 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.

|  |  |  |
| --- | --- | --- |
| Task | Date | Comments |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Minutes with Submission to committee for review

Minutes submitted by: Name/date

Minutes approved by committee: