

Meeting Agenda

Attendees: Name(s)

- I. Introductions**
- II. Progress Update (Courses, Comps (PhD), thesis; research outputs); timeline.**
- III. General/Open Discussion on progress/next steps**
- IV. Specific Issues**
 - a) Topic
 - b) Topic
- V. Minutes, Meeting Summary and Action Items**
- VI. Summary of Committee Recommendations (to be completed at or after meeting)**
 - a) Name – suggestion
 - b) Name - suggestion
 - c) Name - suggestion
- VII. Action Items- Trainee next steps and completion target dates.**

Task	Date	Comments

VIII. Minutes with Submission to committee for review

Minutes submitted by: Name/date

Minutes approved by committee: