**Summary Dissertation Committee Meeting**

Student name:

Report provided by:

Date:

* List committee members and indicate which were present/absent.
* Indicate whether the student has completed the required course work and teaching responsibilities. If not, please indicate a timeline for completion.
* Comment on the student’s progress since the last committee meeting. Is data collection occurring at a reasonable rate? Are there any concerns over the student’s conceptual or technical mastery of the project?
* Please briefly outline the agreed upon research goals for the next 6 months, indicating any deviations from goals set at the previous committee meeting (whether initiated by the committee, the PI or the student).
* Please indicate the approximate date of the next committee meeting. We recommend students meet with their dissertation committee every six months.