

Thesis Committee Meeting for XXXXX
Date/time: XXXX
Attending: XXXXXX committee members

Summary of Meeting

Updates:

1. Courses:

- a. Grad courses taken with marks:
- b. New courses/workshops taken (with dates): e.g. include SAS Level I, AI-HS Scientist Knowledge Translation 2-d workshop, clinical courses at meetings, CIP seminar series

2. Publications/presentations:

- a. oral and poster presentations done
- b. papers published (totals and last 6 months)
- c. abstracts submitted
- d. papers submitted

3. Meetings attended (in addition to those listed above where you presented), and the goals achieved by attending these

4. Clinical work undertaken and how this relates to the research program, e.g. include academic half day, rounds, clinic, ORs, call

5. Professors hosted and how this contributed to career planning

6. Fellowships, awards, grants received and applied for

7. Teaching/supervision: of summer students, med students, other residents, lay groups (KT)

8. Other FYIs

Research project progress:

- List projects undertaken and progress since last meeting. This may refer to publications and presentations above, show them your data in ppt, include thesis related (and let them know about not directly thesis related research, not as ppt, just briefly)
- Thesis issues, timing, defense dates, candidacy exams, possible external examiners, etc.
- Questions for cmte members: usually includes specifics about projects, strategic meetings/presentations, invitations for speakers, funding opps to apply for

SPECIFIC GOALS/OBJECTIVES over next 6 month period:

- Discuss all of the above, in terms of what you are planning to accomplish in the next 6 m, research progress, papers, presentations, thesis timeline

Provide opportunity for Committee to add to this, or make the list more realistic