

Meeting with my advisor

Date:

	<i>For today's meeting</i>	Notes
1	My action items since last meeting:	
2	Advisor action items since last meeting:	
3	Other developments since last meeting:	
4	Progress update on drafts: Introduction, lit review, methods, results, discussion, conclusions, other:	
5	Feedback from advisor:	
6	Questions and issues that need clarification:	
7	Advisor's questions:	
	<i>Before the next meeting</i>	Notes

8	My action items:	
9	Advisor's actions items:	
10	Am I on schedule? Are there any challenges? How will I manage or address them?	
11	What is the next milestone or deliverable? By what date?	
12	When is our next meeting? (Send a reminder, with any deliverables, on _____.)	
13	What is the next most important thing to do?	