



TAC Meeting Minutes

Typical meeting structure:



Short discussion **without** the **PhD student**

Student **presentation** and **joint** discussion

Joint preparation of the Meeting Minutes

Short discussion **without** the **supervisor**

The **student** should fill in this box **before** the meeting

PhD student:		Supervisor:	
First co-advisor:		Second co-advisor:	
Other attendees:			
Project start:	MONTH/YEAR	PhD student funded until:	MONTH/YEAR
Date of meeting:	DAY/MONTH/YEAR	Nr. of meeting:	
Date of last meeting:	DAY/MONTH/YEAR		
Training, conferences, etc. attended since last meeting			
Public outreach	Writing activity	Public engagement activity	

All sections below should be discussed **jointly during** the meeting and summarised by a **co-advisor**

Suggestions for additional training and/or conferences:

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Comments on the PhD student's...

Written report	
Oral presentation	
Research performance & commitment	
Theoretical knowledge	
Documentation of data & experiments Sample has to be included in the presentation (eLab, GitHub)	

The TAC recommends to take these steps (prioritise if possible):
Additional comments/suggestions and potential pitfalls:
Please make sure to address these points during each meeting:

Was a discussion without the PhD student held?	___ Yes	___ No
Was a discussion without the supervisor held?	___ Yes	___ No
Has supervision through a postdoc been discussed?	___ Yes: Name of the Postdoc	___ No
Has the thesis submission date been discussed?	___ Yes, submission by: DAY/MONTH/YEAR	___ No
Has a possible extension of funding been discussed? expected for 3 rd (24month) TAC meeting	___ Yes: DATE/LENGTH of Extension	___ No
Has a suitable publication strategy been discussed?	___ Yes: Brief explanation of publication strategy Timeline/Journal/Authorship	___ No
Has this been the final TAC meeting ?	___ No, next meeting in: DAY/MONTH/YEAR	___ Yes

Please return the signed form to the PhD Office (email: gradschool@mpipz.mpg.de).

A copy will be forwarded to the student and all committee members, excluding the last page.

Approval of the progress of the student:

___ Approved

___ Approved pending these steps:

___ Not approved (*please summarize the reasons on an extra page*)

Signatures of the committee members:

The committee members confirm that they have discussed the project progress and the situation of the PhD student.

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Supervisor

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First co-advisor

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Second co-advisor

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(Third co-advisor)

Free comment from the PhD student:

To be filled in by the PhD student after the meeting (will not be circulated).

Signature of the PhD student:

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PhD student