



TAC Meeting Minutes

Typical meeting structure:



Short discussion **without** the **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

Student:		Supervisor:	
First co-advisor:		Second co-advisor:	
Other attendees:			
Project start:	MONTH/YEAR	Student funded until:	MONTH/YEAR
Date of meeting:	DAY/MONTH/YEAR	Nr. of meeting:	
Date of last meeting:			
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 student's...

Written report	
Oral presentation	
Research performance & commitment	
Theoretical knowledge	
Documentation of data & experiments	

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 student held?	— Yes	— No
Was a discussion without the supervisor held?	— Yes	— No
Has supervision through a postdoc been discussed?	— Yes::	— No
Has the thesis submission date been discussed?	— Yes, submission by:	— No
Has a possible extension of funding been discussed?	— Yes:	— No
Has a suitable publication strategy been discussed?	— Yes:	— No
Has this been the final TAC meeting ?	— No, next meeting in:	— 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

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 student.

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 Supervisor First co-advisor Second co-advisor (Third co-advisor)

**Free comment from the student:**

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

Signature of the student:

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 Student

