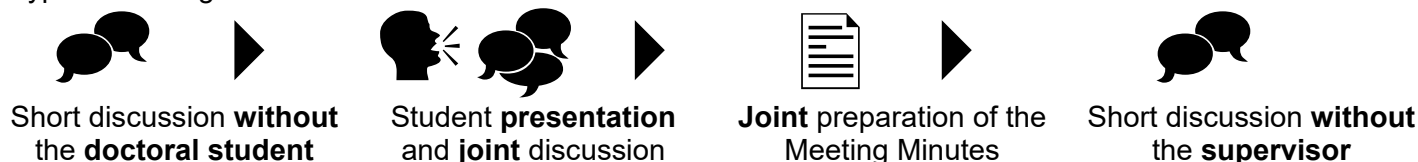




TAC Meeting Minutes

Typical meeting structure:



The **student** should fill in this box **before** the meeting and, if applicable, **bring a lab book** to the meeting

Doctoral student	
Supervisor	
First co-advisor	
Second co-advisor	
Other attendees	
Project start	
Date of meeting	
Date of last meeting(s)	
Nr. of meeting	
Courses, conferences etc. attended since last meeting	

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

Suggestions for additional (online) training and/or conferences:

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Comments on the doctoral 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):

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Additional comments/suggestions & potential pitfalls:

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Please make sure to address these questions during each meeting:

A discussion without the doctoral student was held?	Yes	No
A discussion without the supervisor was held?	Yes	No
A potential role of postdoctoral researchers in supervision has been discussed?	Yes, outcome of the discussion:	No
An estimated thesis submission date has been discussed?	Yes, thesis submission by:	No
A suitable publication strategy has been discussed?	Yes, outlined strategy:	No
Has this been the final TAC meeting ?	No, date of the next TAC meeting:	Yes

Approval of the progress of the doctoral 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 doctoral student.

.....
Supervisor

.....
First co-advisor

.....
Second co-advisor

.....
(Third co-advisor)


Free comment from the doctoral student:

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

Signature of the doctoral student:

.....
Doctoral student

