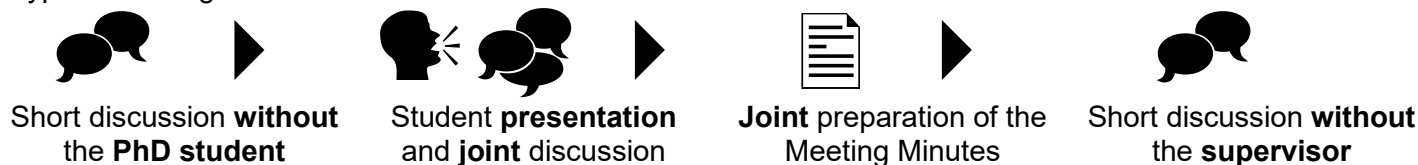




TAC Meeting Minutes

Typical meeting structure:



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):

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Additional comments/suggestions and potential pitfalls:

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Please make sure to address these points during each meeting:

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

.....
 Supervisor First co-advisor Second co-advisor (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:

.....
 PhD student