

Sample: Minutes of the Advisory Committee meeting

Committee meeting for *Name*

Time and Date

Place

Attendees:

Graduate Program: PhD, MSc, DVSc , currently in semester **X**

Courses: Course 1 name, no., date taken/planned to take, grade if available

Course 2

Course 3

Etc.

Other: WHMIS training completed (date)

E.g. CAF course on hamsters completed (date)

E.g. Safety course on radionuclides (date)

Thesis title: xxxxxx

Background:

This should be a paragraph or two summarizing all but the last ~ 4mo.

Progress in last 4 mo.:

There should be enough detail here that the work can be thoroughly reviewed. Tables and Figures might be attached; lab notebooks should always be available at meetings.

Plans for the next 4 mo:

Again, there should be enough detail here that the work can be thoroughly reviewed.

Publications:

Abstracts, Peer-reviewed papers, etc.