

Sample: Minutes of the advisory committee meeting

Committee meeting for *Name*

Time and Date

Attendees:

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

Courses: Course 1 name and number, 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 ~ 4months

Progress and problems in last 4 months:

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.

Goals for the next 4 months:

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

Publications:

Abstracts, Peer-reviewed papers, etc.