

# Committee Meeting Agenda

*Date*

## Attendees

- Committee member 1
- Committee member 2
- Committee member 3
- Committee member 4

## Outline

### Follow up

- *Put any follow up from the previous meeting here.*

### New developments

- *Summarize the “summary paragraph” you sent out prior to the meeting in a few bullets to discuss.*

### Defense timeline

- *Summarize your defense timeline based on the new updates.*

### Next steps

- *This is a reminder to discuss next steps at the end of the meeting. Be sure to record specific action items discussed in the meeting in the **Notes** section below.*

## Notes

*This is a space for recording what was discussed in the meeting.*

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