

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.

Attendees

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

Minutes compiled by [insert your name here].

Minutes

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

- *Write out specific action items discussed in the meeting.*

We discussed the following next steps.

- ☐ Action item 1
- ☐ Action item 2
- ☐ Action item 3
- ☐ Action item 4

Signed off and approved by [*committee members’ names*] via email.

Next committee meeting is scheduled for xx

Attendees

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

Minutes compiled by [insert your name here].

Minutes

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

- *Write out specific action items discussed in the meeting.*

We discussed the following next steps.

- ☐ Action item 1
- ☐ Action item 2
- ☐ Action item 3
- ☐ Action item 4

Next meeting

We will have another committee meeting in three months. Please [click here to let me know your availability](#), so we can schedule this.

Dissertation Toolkit

These files correspond to the [One year to dissertate](#) blog post.