

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.
