

Research Meeting Agenda

Complete Beforehand

1. What I've done since last meeting:
 - a)
 - b)
 - c)
2. Research questions or issues for Michael:
 - a)
 - b)
 - c)
3. What I plan to do before the next meeting:
 - a)
 - b)
 - c)
4. Non-research related questions or updates for Michael:
 - a)
 - b)
 - c)
5. Three sentence summary of one paper I read this week:
6. Things I need Michael to do:

Complete During the Meeting

1. Michael's feedback on research progress:
2. Michael's feedback on non-research issues:
3. One action item resulting from the meeting:
4. Anything I need Michael to do: