



Probationary Period Record of Meeting Form

This form acts as a formal record of discussions held between a Head of School/Unit (or nominated manager) and a new member of staff. Meetings should be held every three months during the first year of employment with the University. Please refer to the support materials available here ([Managing for Success Toolkit – Settling In](#)) in preparing for this meeting.

Staff Member:	Punit Gupta	Personnel No.	P01055895
Job Title:	Postdoctoral Researcher		
School / Unit:	Computer Science		
Date Joined:	01/09/22	Date of Meeting:	05/12/22
Meeting Stage	3 months <input checked="" type="checkbox"/> 6 months <input type="checkbox"/> 9 months <input type="checkbox"/> Final <input type="checkbox"/>		

Overall Assessment *(Please tick as appropriate in relation to the requirements of the role)*

	Exceeding Requirements	Meeting Requirements	Not Yet Meeting Requirements <i>(Please provide details below if ticked)</i>
Quality of Work		X	
Quantity of Work		X	
Working Relationships		X	
Attendance		X	
Timekeeping		X	
Effectiveness in the role		X	

Have the objectives for the period under review been met? Fully ☒ Partly ☐ Not at All ☐

Please provide summary supporting comments

Punit has presented his work at the CAMEO WP3 meeting to the partners.
Punit has attended the technical meetings for CAMEO (WP1).
Punit is working on a review paper detailing the SOA in EO Data Quality
Punit is planning on a paper on Transfer Learning Based GIS Classification
Punit has attended some of the Group Weekly meetings.
Punit prepared a report for CAMEO on the plan for WP3.

Have the development activities for the period under review been completed? Yes **X** No ☐

Please provide summary supporting comments

Punit has been collaborating with colleagues in the University.

Punit has completed training in the following technical and non-technical areas

- Research Ethics
- Data Security
- IP and your research
- EDI
- ArcGIS Workshop
- Discover Data Wrapper

Punit has attended the Irish

- EO Symposium

We have identified the need to attend an SPSS Workshop

Comments by Member of Staff

This section to facilitate input which the staff member wishes to record is optional, and if required should be completed within 7 days of the meeting

N/A

Additional Information

For any matter which is being experienced as an ongoing issue, a Performance Improvement Plan will need to be agreed between the Staff Member and Head of School/Unit (or nominated manager) and attached to this form (further information available here [\(Managing for Success Toolkit\)](#))

For development needs, please refer to the development information available here [\(Managing for Success Toolkit – Recommended Courses\)](#)

Signatures

Signed: PUNIT GUPTA
Member of Staff

Date: 5/12/22

Signed: GAVIN MCARDLE
Head of School/Unit (or nominee)

Date: 5/12/22

This form will be completed by the Head of School/Unit (or nominated manager) at the end of the meeting and signed by both parties. The Head of School/Unit (or nominated manager) and staff member should both retain a copy of the form as a record of the meeting.