## Honours Supervision Meeting Record

Please complete sections 1 and 2 of this form prior to each individual meeting. Bring the form with these sections completed to each individual meeting.

During your meeting you should discuss agreed actions with your supervisor. These should represent major tasks to work on for the next 2-3 weeks. Immediately after the meeting, add these agreed actions to the form.

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| **Student Name** |  |
| **Supervisor Name** |  |

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| **Week** | Week 1 Meeting |

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| 1. **Provide a brief summary (fewer than 100 words) to introduce your supervisor to your project** |
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| 1. **Agenda for current meeting (questions you wish to ask/feedback you require)** |
| 1. **Ethics application** – Please discuss this with your supervisor at this meeting and aim to have this approved or adjustments agreed. 2. **Research Project Risk Assessment** – Please discuss this with your supervisor at this meeting and aim to have this agreed and signed for upload. |

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| 1. **Agreed actions** |
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| **Week** | Week 4 Meeting |

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| 1. **Agreed actions from previous meeting** |
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| 1. **Outline of main progress since previous meeting** and **Agenda for current meeting (questions you wish to ask/feedback you require)** |
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| 1. **Agreed actions** |
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| **Week** | Week 8 Meeting |

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| 1. **Agreed actions from previous meeting** |
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| 1. **Outline of main progress since previous meeting** and **Agenda for current meeting (questions you wish to ask/feedback you require)** |
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| 1. **Agreed actions** |
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| **Week** | Week 11 Meeting |

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| 1. **Agreed actions from previous meeting** |
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| 1. **Outline of main progress since previous meeting** and **Agenda for current meeting (questions you wish to ask/feedback you require)** |
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| 1. **Agreed actions** |
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