

Supervision Meeting Agenda

[Your name], [Supervisor's name]

Date:

Time:

Since the previous meeting:

Reading:

Practical research:

Writing:



Topics for discussion:

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Questions:

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Other/administration:

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Meeting Summary

[Your name], [Supervisor's name]

Date:

Time:

Discussed:

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-
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Next steps:

[Your name]:

[Supervisor's name]:



Date and time of next meeting: