**Ongoing Master’s Thesis Committee Meeting Record**

Note to student: It is **your responsibility to fill out this form** with the committee at the end of the meeting. Please send the form as a PDF file to me ([anthony.morielli@uvm.edu](mailto:anthony.morielli@uvm.edu)) and to each member of your committee ***by email***. Please keep the original copy for your records.

Please use additional pages as needed.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goal: Committee meetings held after the first committee meeting and before the defense serve to review the student’s work to date, determine whether the student is on track to complete a MS thesis, and refine the estimated date range for completing the thesis.

Agenda:

1. Please provide a date for the next committee meeting (indicate NA if current meeting is last before defense): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please provide an updated anticipated defense date (range is OK): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Please provide a list of specific goals to be meet before the next committee meeting (please use additional pages if needed):**
4. Committee attendance

|  |  |
| --- | --- |
| **Committee member (print name)** | **present or not present** |
| Chair: |  |
| Advisor: |  |
| Member: |  |
| Member: |  |
| Member: |  |