



## MMG Dissertation Committee Meeting Form

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Student Name (Please print): \_\_\_\_\_

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

### Objectives of committee meeting:

1. Discuss career development
2. Evaluate the progress of the student
3. Review short-term goals accomplished
4. Evaluate next short-term goals
5. Determine whether student is on track to graduate in a timely manner

### Summary of recommendations made by the committee:

In this section, at the meeting, the student should briefly summarize the comments and critiques made by the committee on project development, career development and progress toward their degree, including recommendations for next steps (bullet points are fine). This should be reviewed and signed off on by the committee members, including the mentor, in the table below at the Dissertation Committee Meeting.

Next Scheduled Meeting Date: \_\_\_\_\_ Anticipated Defense: \_\_\_\_\_

Committee Member Name (Printed)	Committee Member Signature	IDP Discussed Yes/No	Progress Yes/No	Date



EMORY

L A N E Y  
GRADUATE  
S C H O O L

Microbiology and Molecular Genetics  
Graduate Program

Graduate Division of Biological and Biomedical Sciences

### **Follow up meeting:**

Within one week of the meeting, the student and advisor should meet to discuss how they will implement the recommendations from the committee. The advisor and student need to document this meeting below, and then the student should submit this form to the Program Administrator immediately. An emailed pdf version of this completed form along with their pre-meeting summary and meeting slides are required to document their meeting.

***“We have met and discussed the feedback from the recent committee meeting as noted on page 1.”***

Date of follow up meeting: \_\_\_\_\_

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

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

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