

Name:

Date of meeting:

COMMITTEE MEETING SUMMARY

To be submitted to the department office and added to your file following all dissertation committee meetings. Following committee member approval, a hard copy of the form with the initials of the committee members is necessary before submitting to the office.

Meeting Purpose:	<input type="checkbox"/> First Meeting	<input type="checkbox"/> Dissertation Proposal Acceptance	<input type="checkbox"/> Progress Report
	<input type="checkbox"/> Project Completion Approval	<input type="checkbox"/> Pre-defense Approval	
Committee Approval	<input type="checkbox"/> <i>name</i> (Chair)	Additional members: <input type="checkbox"/> <i>name</i> <input type="checkbox"/> <i>name</i>	
	<input type="checkbox"/> <i>name</i>		
	<input type="checkbox"/> <i>name</i>		
	<input type="checkbox"/> <i>name</i>		
	<input type="checkbox"/> <i>name</i>		
BRIEFLY SUMMARIZE DISCUSSION			

ACTION ITEMS

NEW DIRECTIONS OF PROJECT (IF APPROPRIATE)

Program of Study Filed Date:

Anticipated Defense Date: