

## RECORD OF PhD SUPERVISORY COMMITTEE MEETINGS

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Date of Supervisory Committee meeting (dd/mm/yy): \_\_\_\_\_

Date of previous Supervisory Committee meeting (dd/mm/yy): \_\_\_\_\_

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### PROFESSIONAL DEVELOPMENT

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**List at least 2 professional development goals and strategies to achieve them.** (For example: Goal 1: Enhance writing skills specific to the literature review. Strategy: Attend 6 SGS workshops specific to writing a literature review. Timeline: within next 6 months. Goal 2: Develop research partnerships. Strategy: attend the networking event for trainees interested in pain. Timeline: January 2023). More rows may be added for additional goals. Goals may be carried over from one committee meeting to the next depending on the timeline for achievement. *(Section completed by student in advance of meeting)*

| Goal | Strategies to Achieve | Timeline for Achievement |
|------|-----------------------|--------------------------|
|      |                       |                          |
|      |                       |                          |

**List professional development goals achieved and/or describe progress on achievement since last committee meeting** *(Section drafted by student in advance of meeting then finalized by supervisor):*

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### THESIS RESEARCH

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**COPY the expected progress/activities/outputs on thesis research and detailed timelines from previous Supervisory Committee Meeting below** *(Student to copy information from previous committee meeting record):*

**Describe actual progress/activities/outputs related to thesis research since last committee meeting**  
(Section drafted by student in advance of meeting then finalized by supervisor):

**Progress ranking since last meeting** (Completed by Supervisor DURING the meeting based on discussion with committee and shared with the student):  Satisfactory  Unsatisfactory

*(Note: Following two consecutive “unsatisfactory” ratings, the student will no longer be considered “in good standing”, funding package installments will normally be withheld, and the Faculty of Nursing will normally recommend to SGS that the student’s registration in the PhD program be terminated)*

**Describe expected progress/activities/outputs related to thesis research with detailed timelines for achievement** (Completed by Supervisor DURING the meeting based on committee discussion):

**Review of PhD Student Milestones Tracking Sheet** (Supervisor to review the tracking sheet during meeting and indicate if updates were made):  Tracking sheet updated  No updates required

**Supervisory Committee**

**Attended Supervisory Committee Meeting**

Student name:

Supervisor name:

Committee Member name:

Committee Member name:

Committee Member name:

Committee Member name:

*The supervisor must email the completed form to Student Services after each committee meeting (minimum 2 committee meetings/year). All committee members and the student should be copied on the email to indicate their agreement with the documentation. The supervisor and student should each keep a copy for their records and for consultation at next meeting.*