

Research Activities:			
1.			
2.			
3.			
4.			
F. How often do you meet with your supervisor?			
G. Summary of research progress and cause of delays, if applicable. Use a separate sheet, if necessary.			
H. Indicate items (eg. obstacles, future research milestones, guidance on specific tasks, professional development) you wish to discuss at this meeting. Use a separate sheet, if necessary.			
1.			
2.			
3.			
4.			
I. Date of last committee meeting:			
If the last committee meeting was over 12 months, provide explanation for the delay:			
The chair of the committee must fill out the remainder of the report; chair is someone other than supervisor.			
Progress of research (since last meeting):		Satisfactory	Unsatisfactory
Indicate problems, cause of delays & potential solutions:			
1.			
2.			
3.			
	Yes	No	N/A
Student is making reasonable progress in completing their doctoral professional development requirements			
Is the scope of the dissertation project still feasible?			
Is the project on track to produce a satisfactory thesis within the funded cohort timeframe?			
Has the student completed all experiments required to write thesis?			
If the student is <i>not</i> going to finish within the funded cohort time frame or is outside of the funded cohort, what is the plan for funding?			
If applicable, percentage of dissertation written/drafted?			
Expected date of final oral exam (mm/yyyy)			
Student's overall progress in the graduate program:		Satisfactory	Unsatisfactory
Note: Any two committee meetings appraised as unsatisfactory, whether consecutive or nonconsecutive, student may be terminated from the program.			

Please provide meaningful feedback. Committees' recommendations to student's goals for future work, outline next steps/future plans and areas for improvement, recommend supports (eg. professional development, new sources of funding, changes in supervisory approach). Address item(s) indicated in section H. Indicate, if useful, additional expertise to advise on the project. Provide timeline for thesis writing and final oral exam planning if student has completed experiments.

1.

2.

3.

Suggestions for professional development activities in the upcoming year. Use a separate sheet, if necessary.

Student's Signature:

Were the items listed in section H addressed at this meeting?

Yes

No

Chair must ensure all members of the committee and student sign the form. The composition of the PhD Supervisory Committee must remain the same throughout the doctoral program. If a member needs to be replaced, please forward another [Doctoral Supervisory Committee Enrolment form](#) along with a letter of justification for the change.

Committee Members	Print Name	Present		Absent
		In-person	Remote	
Supervisor:				
Co-supervisor:				
Regular member:				
Regular member:				

Chairperson's signature (*signs on behalf of the members who are present at the meeting*):

Student Comments (Optional) to be completed after the meeting.

Student's Initial:

Indicate comments or response to the above report and any other issues you may want to address. Use a separate sheet, if necessary.

Contact the [Graduate Office](#) if you would like to arrange for a follow-up meeting.

*****Either the committee or student may request to schedule another meeting at any given time, if necessary.*****

 SUBMISSION to CHEMISTRY GRAD OFFICE (*Please do not email*)

- Make sure form is complete of the *required signatures* – student and meeting chairperson
- Save as a PDF file (Last Name, First Name DSC Current Date)
- Upload to [Grad Office SharePoint](#) along with the [PD activities tracker](#) ([convert to PDF](#)) and other documents as **ONE PDF file**.
- Keep a copy for your record keeping