**GRADUATE STUDIES SUPERVISOR AND CANDIDATE MEETING LOG FORM**

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| **MEETING**  |
| **Date**  | Click here to enter a date. |
| **Start Time** | Click here to enter text. |
| **End Time**  | Click here to enter text. |
| **Location**  | Click here to enter text. |
| **IN ATTENDANCE**  |  |
| **Graduate Candidate Name** | Click here to enter text. |
| **Principal Supervisor**  | Click here to enter text. |
| **Joint/Second Supervisor**  | Click here to enter text. |
| **Any Other Supervisor/Advisor/Adjunct** | Click here to enter text. |
| **NEXT MILESTONE REVIEW**  |
| **Confirmation of Candidature**  | [ ]  |
| **Completion Seminar**  | [ ]  |
| **SUMMARY**  |
| **Progress since the last meeting (include progress against set tasks)** | Click here to enter text. |
| **Summary of this meeting (include matters discussed and feedback)** | Click here to enter text. |
| **Agreed plan before next meeting (include tasks supervisor(s) and candidate to undertake)** | Click here to enter text. |
| **Any anticipated impediments to the timely and effective achievement of the next milestone review** | Click here to enter text. |
| **NEXT MEETING** |
| **Date**  | Click here to enter a date. |
| **Time**  | Click here to enter text. |
| **Location**  | Click here to enter text. |
| **ENDORSEMENT**  |  |
| **Graduate Candidate**  | Click here to enter text. |
| **Principal Supervisor**  | Click here to enter text. |
| **Co-Supervisor**  | Click here to enter text. |