

IMP DISSERTATION COMMITTEE MEETING SUMMARY AND PROGRESS REPORT

Following formation of a dissertation committee, **IMP students are required to meet with their committee once per calendar year in years 2 and 3. Starting in year 4, students are to meet with their committees every 6 months. Students in years 7 and above must meet every 4 months.** At the discretion of the committee, the frequency of meetings may be increased at any time during this period.

An important function of the Dissertation Committee is to determine whether adequate progress is being made. **At least 1 week before each meeting**, students will provide a 3-page maximum summary report detailing their progress. This report should briefly remind the committee of the aims of the project, summarize the progress made since the last meeting, and summarize the next steps the student intends to take. This will help the committee determine the extent of the interim progress made, allow time for feedback prior to the meeting, and help focus the content of the meeting. Additionally, students should include IDP slides at every meeting. Templates are available on the [IMP website](#).

This form must be completed at the end of each Dissertation Committee Meeting. If a member misses a meeting, the student should meet with the missing member either before or after the scheduled meeting to review progress and obtain their signature. Once this form is completed, the student should submit their summary report, slides, and a copy of this completed form as one pdf packet to the Program Administrator by email. **Submission of this packet is required as evidence of a committee meeting.**

Summary of Committee Feedback: (To be completed by the student **prior** to gathering signatures. May include experiments or publications required to fulfill degree requirements, expected timetable for meeting goals, feedback on experimental processes, etc. Use back of form, as needed.)

Date of Meeting: _____

Anticipated Dissertation Defense Date: _____

Member Name	Member Signature	Progress (S/U)	Time to Next Meeting	IDP Discussed (Y/N)

Student Name: _____

Student Signature: _____ Date: _____