#

# Thesis Advisory Committee (TAC) meeting minutes

One TAC meeting participant (faculty or student) should prepare short written minutes of the meeting. The report should be signed by all participants and a copy should be deposited at the IMPRS office. *Please feel free to add a section on how (if) the corona crisis affected your project, this is for future reference.*

**Name of doctoral student:**

**Date of meeting:**

**Participating TAC members:**

# Quick Self-Evaluation

Before diving deeper into the questionnaire, the doctoral student is encouraged to provide a quick self-evaluation of the period (since the last meeting) by checking the following boxes.

|  |
| --- |
| **How do you rate…** |
| Weinendes Gesicht ohne Füllung | 🙁 | 😐 | 🙂 | 🤩 |
| the development of your research project? |
|  |  |  |  |  |
| your integration into your group? |
|  |  |  |  |  |
| the supervision and guidance you receive? |
|  |  |  |  |  |
| your career perspective? |
|  |  |  |  |  |
| your general well-being? (optional) |
|  |  |  |  |  |
| your ratio between project-work and 'side-work' like teaching? |
|  |  |  |  |  |

=urgently needs improvement; 🙁 = needs improvement; 😐 = mostly satisfactory; 🙂 = happy with performance; 🤩 = very happy with performance

**Achieved goals in reporting phase:**

**Missed goals, weaknesses:**

**What was proposed to solve these problems?**

**Adjusted project and financial time line:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **Funding** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Doctoral project** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ..experiments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ..data analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ..writing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ..submission+defense |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Status 1st-author publication:**

**Other comments, suggestions:**

**Milestones until next meeting:**

**Date of next meeting:**

Date, Signature doctoral student Date, Signature direct supervisor

Date, Signature TAC member 2 (2nd supervisor) Date, Signature TAC member 3

Date, Signature TAC member 4 (optional )