**Graduate School OLTECH - Template**

**Minutes of PhD Thesis Committee / Thesis Advisory Committee**

**Number of PhD Thesis Committee Meeting:**

1. **Name of doctoral candidate:**

**Start of PhD project:**

**Date of committee meeting:**

1. **Committee members (Name, Department)**

**1)**

**2)**

**3)**

**4)**

**5)**

1. **Progress report**

(Please give a short summary of the most important steps conducted during the last 12 month, including attendance at conferences, training courses, etc.)

1. **Goals for the next 12 month**

*(Please give a short outline about the work program and scientific goals for the next 12 month)*

1. **Planned conferences, workshops, summer schools, lab visit abroad, training courses etc.**

*(Please give a short outline of upcoming meetings and courses etc. planned for the next 12 month)*

1. **Summary of discussion**

*(Please mention the most important issues that were discussed during the meeting)*

1. **Possible project risks, further career planning, other**
2. **Signatures**

**…………………………………………… ……………………………………………**

**(Location, Date) Signature PhD student**

**…………………………………………… ……………………………………………**

**(Location, Date) Primary supervisor**