**Roy J. Carver Department of Biomedical Engineering**

**Annual Meeting Progress Report**

**Purpose:** Provide the student and advisor with annual feedback on the student’s research progress and professional development from the committee’s perspective.

**Instructions:** After completing the qualifying exam, students will be required to hold an annual thesis committee meeting. Prior to the meeting, the student and advisor should complete and discuss the **Annual Mentoring Discussion Form**. In preparation for the meeting, the student should send: (1) an **Individual Development Plan**, and (2) their **Curriculum Vitae** to their committee, and (3) the student should prepare a **presentation** on the status of their research for the meeting. The committee will provide summary comments and recommendations that will be documented here in this form. The advisor will share this document with the student and submit it to the DGS.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PhD Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Thesis Milestones:**

|  |  |  |
| --- | --- | --- |
| **Expected Timing** | **Milestone** | **Date Completed**  |
| Year 1 | Qualifying Exam |  |
| Year 3 | Comprehensive Exam |  |
| Year 5 | Thesis Defense |  |

1. **Thesis Committee Meeting:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overview of Research Project:

Feedback on Research Presentation (Please Comment on Progress Since Last Meeting if Applicable):

Feedback on Professional Development (Please Comment on Progress Since Last Meeting if Applicable):