

# Mechanical Engineering

## Graduate Studies – Supervisory Committee Meeting Report

Student Information	
Surname:	Given name:
Student Number:	Date of Meeting:
MASc                      PhD	Full Time                      Part Time
Supervisor:	
Committee Member(s):	
Research Title/Topic:	

Evaluation of Student's Progress					
	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable
Comments on written report <i>e.g. quality of writing, scholarship, organization</i>					
Comments on oral presentation <i>e.g. clarity, organization, context included</i>					
Responses to questions from the committee					
Student's background knowledge and familiarity with relevant literature					
Is knowledge of methods of analysis adequate to ensure completion of the research project?					
Ability to think critically and develop independence in research (given their stage in the graduate program)					
Evaluation of the proposed timeline (if needs improvements, provide comments below)					
Responses to concerns/recommendations from previous meeting(s)					



# Mechanical Engineering

Are the objectives of the research clearly defined and achievable? Yes  No

Are there any concerns about the project(s)?

Since the last committee meeting, has this student been making good progress? If not, provide details.

Is the student's overall trajectory to date sufficient for the production of a high-quality thesis/dissertation in the time allowed?

Is the time envisioned to complete the research realistic?<sup>ii</sup> Suggestions?

Over the student's whole graduate degree, has this student been making good progress?

Please provide specific comments on the student's progress to date and research objectives. Did any research or non-research issues arise during discussions? Please provide specific suggestions for improvement, beyond the comments that have been highlighted on the table.

Approximate date for next committee meeting: \_\_\_\_\_

Approximate date for completion of the Program: \_\_\_\_\_

# Mechanical Engineering

**TO BE COMPLETED BY THE STUDENT:**

*This document accurately reflects the discussion at the meeting of my Supervisory Committee.*

Comments:

Student Signature	Date
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**Committee Signatures:**

Supervisor Signature	Date
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Committee Member Signature	Date
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Committee Member Signature	Date
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Committee Member Signature	Date
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**Please submit this completed form, either as electronic or hard copies, to the program office.**

GPD Signature	Date
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<sup>i</sup> This table can serve as a guideline for posing questions and evaluating the student's progress. These ratings are relative to the expectations for someone in your year and at your stage in the program; expectations will increase over the program. A student with an average performance compared to other students at the same stage should receive a 'Meets Expectations' notation. Where relevant, circle phrases and/or write feedback in the table, in the Appendix, and/or in the comment section. If there is variation in the opinions of the committee members, tick all of the categories that apply and/or provide comments below.

<sup>ii</sup> If it may not be, the components of the program should be prioritized so that it is clear which components should be dropped without compromising the ability of the student to satisfactorily complete the degree.