



### Committee Meeting Checklist

An annual committee meeting is an important part of your research. Schedule your initial committee meeting during your first year of study. Annual committee meetings are required for each year of the program. Please use the follow checklist to help create a committee and schedule committee meetings.

#### Suggested Timeline

September-December	Meet with your supervisor to discuss committee
January-February	Schedule meeting
Spring	Hold meeting

#### Getting Started

Task	Completed
Read Graduate and Postdoctoral Studies Supervision policy: <a href="https://www.grad.ubc.ca/faculty-staff/policies-procedures/supervision">https://www.grad.ubc.ca/faculty-staff/policies-procedures/supervision</a>	
Meet with your supervisor to discuss potential committee members and when you should schedule your first exam	
Identify several potential committee members	
Contact potential committee members to ask if they would be on your committee	

#### Schedule Your First Meeting

Task	Completed
2-3 months before: <ul style="list-style-type: none"> <li>Start scheduling in advance of when you want the meeting</li> <li>Arrange a time and location for the meeting (Try <a href="#">Doodle</a> or <a href="#">When2Meet</a>)</li> <li>Book a room location</li> </ul>	
1 week before: <ul style="list-style-type: none"> <li>Complete and email the “Progress Update for Supervisory Committee” to each committee member and the Program Coordinator</li> <li>Ask your supervisor what you should bring with you (Example: presentation slides, committee report, etc.)</li> </ul>	
1 -2 days before meeting: <ul style="list-style-type: none"> <li>Send an email reminder with date, time and location to all committee members</li> <li>Print the <a href="#">committee report</a></li> </ul>	



**During the Meeting**

Task	Completed
• take notes	
• Complete committee report and get all signatures	

**After Meeting**

Task	Completed
Return the completed <a href="#">committee report</a> to the Program coordinator via email <a href="mailto:ubc.neuroscience@neuroscience.ca">ubc.neuroscience@neuroscience.ca</a> or hard copy	
Follow up with committee members as required	
Think about when to plan your next committee meeting – it should be in the next 12 months	
If you are a PhD student, start thinking about your comprehensive exam (See the Comprehensive Exam checklist for more information)	

