



## Supervisor meeting record

	Date:	Time:	Location:
Before the meeting	<b>Purpose:</b> What is the <b>main goal</b> for this meeting?		
	What would you like to <b>discuss</b> with your supervisor?		
During the meeting	What are the <b>key points</b> from your discussion?		
After the meeting	What do you need to <b>do next</b> ?		
	When will you have your <b>next meeting</b> ?		