**Draft agenda for student research meetings**

Date: xx/xx/xxxx

*The following are items for you to consider in your meetings with your research advisor. You don’t need to include all of these items in every meeting, but think through what you want to achieve from the meeting, rather than just coming in and just telling your advisor a list of everything you did last week. It is wise to bring an agenda with you to your meeting, so that your advisor can see what items you plan to address.*

1. Research recap (A two-minute big-picture update – what are you working on right now, what are the problems or challenges you are dealing with?)
2. Research progress
* Important new results since last time we met. (Don’t tell me intermediate steps of everything you did.)
* What are your interpretations?
* Did you run into any problems that you are stuck on?
1. Plans for next week
* What are you planning to do next? (Think about this before our meeting, think about how the work fits with your big-picture goals, and be prepared to discuss.)
* What things are you stuck on that may require intervention? (Examples: needs more discussion, needs additional data from someone, or needs an analysis approach that you aren’t yet able to perform.)
1. Discussion of writing progress and draft written or presentation materials
* It is generally not efficient for us to look through papers page-by-page, as it takes a long time, and it is good for me to see your manuscript as a stand-alone document (like the reader will) without you providing extra context by talking to me while I read. But if there are figure layouts you are stuck on, or key outline decisions to be made, it can be useful to discuss those or for you to alert me that I should focus on those issues when I read the document later.
* Sometimes we will look together at draft presentations you are preparing to give. Generally, you don’t have to present it to me as if I am the final audience. You can flip through the slides more quickly, and tell me key messages that you plan to highlight on each slide.
1. Other academic/administrative items
* Proposed coursework for a coming quarter
* Financial issues (reimbursements, purchases of equipment or software, etc.)