

Review meeting

THE PREVIOUS PLAN

- ☐ What was supposed to happen?
- ☐ Description of intended goals
- ☐ Gantt chart

PROGRESS AGAINST THE PLAN

- ☐ What has been done?
- ☐ Achievements
- ☐ How does the timing of the completed work compare to the planned timing?
- ☐ Is the work of expected level of quality?
- ☐ What else has happened?
- ☐ Number of words written, or number of chapters completed
- ☐ Data gathered, interviews conducted
- ☐ List of literature reviewed

OBSTACLES

- ☐ What has got in the way?
- ☐ What can be done?

LOOKING AHEAD

- ☐ Next goals. How will the next goals be achieved?
- ☐ Timeframes
- ☐ Papers, conferences, seminars
- ☐ Training and development

SUPPORT REQUIRED

- ☐ From the supervisor(s)
- ☐ From the department
- ☐ Other support