

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