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**Committee Meeting Yearly Update Form**

Students must complete this form in consultation with their supervisor(s) and provide it to all committee members and the Graduate Programs Administrator a minimum of *one week* prior to each Proposal, Research in Progress, and Permission to Write meeting. Suggested timelines for the upcoming year should be discussed by the committee and amended following the committee meeting if needed.

**Student:**

**Program:**

**Start Date:**

**Committee Meeting Type:** Proposal  Research in Progress  Permission to Write

**Committee Meeting Date:**

**Time and Location:**

List any publications published over the past year:

List any presentations given over the past year:

List any professional development opportunities completed over the past year, including writing or other professional development courses, teaching or teaching assistant opportunities, journal clubs, seminars, research team meetings, etc.:

**Previous Timelines**

Please copy and paste from most recent Committee Meeting Update Form (if applicable).

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| **Activity** | **Actual**  **Start Date** | **Actual or Expected End Date** | **Completed/**  **In Progress/ Cancelled** |
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Describe any major experimental difficulties encountered over the previous year, if any:

**Suggested Timelines for Upcoming Year**

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| **Activity** | **Expected Start Date** | **Expected End Date** |
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