



Graduate Student Annual Dissertation Committee Meeting Update Form

Student Name: _____

Current Meeting Date: _____

Advisor Name: _____

Previous Meeting Date: _____

Start date in PhD program: _____

Proposal Date: _____

Names of dissertation committee members: _____

Check boxes that apply:

Dissertation project is on track. No adjustments made to the research plan or graduation timeline.

Adjustments made to the research plan.

Adjustments made to the graduation timeline.

A significant course-correction was made.

Briefly summarize the goals from the previous year. Were these goals completed? If not, what obstacles were encountered and were they addressed successfully?

Briefly summarize the goals for the next year. Include here any significant changes made to the research plan or graduation timeline. Do you have the resources necessary to complete the goals successfully?

Finally, please email this completed form with signatures below to the research advisor(s), remaining committee members, Graduate Program Director (neg8@pitt.edu), and BioE Graduate Administrator (bioegadm@pitt.edu). Also include in the email (1) the estimated **date of the next meeting** (e.g., in 2 months or in one year), and (2) a **Gantt chart** reflecting the planning and progress of your dissertation objectives.

Additional Comments, if any:

I have reviewed this document with my advisor, who has agreed to the research plan and graduation time outlined in this document.

Student signature: _____ Date: _____

Advisor signature: _____ Date: _____