JAMES COOK UNIVERSITY

Graduate Research School

Framework to Support Regular Advisory Team Meetings

The JCU Graduate Research School encourages all research higher degree candidates to meet with their advisory team on a regular basis, e.g. weekly. Regular 'advisory team' meetings support communication efforts between the candidate and their advisors and assist all parties to manage their expectations. The following framework serves as a basic agenda for regular advisory team meetings. Documenting the outcomes of each meeting is also encouraged so there is a record of discussions and agreements to refer back to if necessary.

- Meeting date
- Attendees
- Objective(s) of meeting
- Progress on matters arising from the last meeting
- Other progress since the last meeting, if applicable
- Matters for discussion
- Progress against agreed candidature milestones
- Matters to be progressed before the next scheduled meeting
- Outstanding concerns
- Any other business