

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