**Record of support meetings***Supervisors, chairs and candidates may wish to maintain a record of meetings held during the period in which the progress support plan is in place. Examples are given below.*

**Meeting Schedule**

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| --- | --- | --- |
| **What will be discussed/achieved** | **Who will meet** | **Dates for meetings** |
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Meeting 1 outcome

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| --- | --- | --- |
| **Task recommended** | **Who is responsible** | **Time frame** |
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**Meeting 2**

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| --- | --- |
| **Was the goal or task completed?** | **Does this resolve the issue or are there further concerns?** |
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| **Task recommended** | **Who is responsible** | **Time frame** |
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