

KINGDOM OF SAUDI ARABIA

Ministry of Education

**KING ABDULAZIZ UNIVERSITY**

Deanship of Graduate Studies

( 035 )



المملكة العربية السعودية  
وزارة التعليم  
جامعة الملك عبد العزيز  
عمادة الدراسات العليا  
( ٠٣٥ )

## Supervision Meeting Minutes

<b>Date</b>	Click or tap to enter a date.	<b>Meeting Number</b>	Choose an item.
<b>Time</b>			
<b>Meeting Title</b>			
<b>Check In</b>	<input type="checkbox"/> <b>Research:</b> <input type="checkbox"/> Research Topic/ Idea. <input type="checkbox"/> Research Question. <input type="checkbox"/> Research Methodology. <input type="checkbox"/> Research Results. <input type="checkbox"/> Research Discussion. <input type="checkbox"/> Others Click here to enter text.	<input type="checkbox"/> <b>Non-Research</b> <input type="checkbox"/> Goal Setting. <input type="checkbox"/> Urgent issues. <input type="checkbox"/> Work-life balance. <input type="checkbox"/> Personal issues. <input type="checkbox"/> Others Click here to enter text.	
<b>Brief Summary of Discussion</b>			
<b>Achievements since last meeting</b>	<input type="checkbox"/> achieved	<input type="checkbox"/> partially achieved	<input type="checkbox"/> Not achieved
<b>challenges</b>	1- 2-		
<b>Agreed Actions</b>	1- 2-		
<b>Next Meeting Date</b>	Click or tap to enter a date.		

<b>Main Supervisor</b>	<b>Name:</b>	<b>Signature:</b>
<b>CO Supervisor</b>	<b>Name:</b>	<b>Signature:</b>
<b>PG Student</b>	<b>Name:</b>	<b>Signature:</b>

### Notes for Students

- Students are required to meet with their supervisors every week.
- Before the meeting, students should review their recent progress.
- After the meeting with the supervisor, students should write the minutes and agreed actions.
- Students should send the minutes to their supervisors, who can review, provide comments, and suggest necessary adjustments.
- After completing the signatures, the form should be uploaded to black board system.