

PLANT AND MICROBIAL BIOLOGY GRADUATE PROGRAM COMMITTEE MEETING AGENDA TEMPLATE/OPTION – YEAR 1

NOTE! This is NOT a required format but rather a guide to help kick start your meeting plan.

Committee Meeting Agenda: **Your Name**

Year 1

date

1. Introductions (5 minutes)
 - a. Undergraduate coursework background
 - b. Research experiences to date
 - c. Scientific interests coming into graduate school
2. Recap of year (10 minutes)
 - a. Completed coursework
 - b. Research projects
 - c. External opportunities
3. Short-term planning for next summer and year (15 minutes)
 - a. Anticipated coursework
 - b. Planned research projects
 - c. Funding/fieldwork/engagement opportunities
4. Proposed research directions and moving forward (10 minutes)
5. Professional development and future career goals (10 minutes)
6. Take-away action items (5 minutes)
7. Time with committee members without advisor (5 minutes)

Some suggested additional points to get advice on from your committee:

- Networking within PMB/UMN and externally – Who do they recommend you connect with and suggestions for collaborators.
- Writing strategies
- Project planning and timelines approaches
- Applying to jobs
- Interview tips
- Resume/CV
- Imposter syndrome – how have your committee members tackled this?

PLANT AND MICROBIAL BIOLOGY GRADUATE PROGRAM COMMITTEE MEETING AGENDA TEMPLATE/OPTION – YEAR 2 and beyond

NOTE! This is NOT a required format but rather a guide to help kick start your meeting plan.

Committee Meeting Agenda: **Your Name**

Year **2**

date

1. Recap of year (10 minutes)
 - a. Completed coursework (*Leave out after you complete your coursework.*)
 - b. Research projects/Chapter X results and discussion
 - c. External opportunities
 - d. Publications and work in progress
2. Short-term planning for next summer and year (15 minutes)
 - a. Anticipated coursework (*Leave out after you complete your coursework.*)
 - b. Planned research projects
 - c. Funding/fieldwork/engagement opportunities
3. Proposed research directions and moving forward (10 minutes)
4. Professional development and future career goals (10 minutes)
5. Take-away action items (5 minutes)
6. Time with committee members without advisor (5 minutes)

Some suggested additional points to get advice on from your committee:

- Networking within PMB/UMN and externally – Who do they recommend you connect with and suggestions for collaborators.
- Time management strategies
- Writing strategies
- Project planning and timelines approaches
- Applying to jobs
- Interview tips
- Resume/CV
- Imposter syndrome – How do your committee members tackle this?

**PLANT AND MICROBIAL BIOLOGY GRADUATE PROGRAM
COMMITTEE MEETING EMAIL TEMPLATE/OPTION**

Hi everyone,

I wanted to remind you that our annual committee meeting is going to be **next Tuesday (March 22) @ 1pm in BioSci 818**. I will update the google calendar invitation to have the room info soon.

I've attached a brief agenda of the meeting to this email. The amount of time I allocated is pretty flexible and can change as needed, but I left ~5 min of buffer in case there's more discussion. Also, PMB changed the structure of committee meeting so that the student has time alone with committee members without their advisor present. I reserved the very last ~5 min for that.

I also would like to share my [annual review](#) form with you all. *Committee chair's name*, as chair of the committee, you'll need to complete part of my annual review form within one week after our meeting.

Please let me know if you have any questions or need to make changes to our meeting time.

Looking forward to talk with you all about what I've been doing!

Thanks,

Your name