



**Boston University** College of Engineering  
Department of Mechanical Engineering

## **MEETING REPORT OF Ph.D. THESIS COMMITTEE**

***Section 1. This section is to be completed by the student in advance of the committee meeting.***

Student:

Date of meeting:

Semester started Ph.D. program:

Date of successful completion of the Ph.D. Qualifying Exam:

Date of successful defense of the Ph.D. Prospectus:

Summary of student's progress since the last committee meeting (300 words or less):

Publications authored/co-authored on graduate work done at BU (please give full bibliographic information):

I. Full-length, peer-reviewed publications

II. Peer-reviewed conference papers

III. Review articles and book chapters

Conference presentations authored/co-authored on graduate work done at BU (please give full bibliographic information):



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***Section 2. This section is to be completed during the committee meeting.***

Committee members present:

Committee's overall impression of student's progress: (circle one)

Exceeds expectations

Meets expectations

Does not meet expectations\*

\*Requires follow-up meeting within 6 months with clear milestones/guidelines.

Tentative date for follow-up meeting: \_\_\_\_\_

Committee's recommendation for student's research priorities over the next 12 months:

Committee's recommendation for opportunities for student's professional development:

Additional Feedback (optional):

Next Meeting (please indicate when the next thesis committee meeting will take place):  
\_\_\_\_\_ (e.g., 6 months or 12 months – cannot exceed more than 12 months)

Student comments (optional):



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The committee and I have discussed the information included above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Received by ME Academic Programs Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Received by ME Associate Chair for Graduate Research Programs

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Notes from Associate Chair for Graduate Research Programs: