Meeting Planner: (Date) (Research Student)

Topic	Comments								
Overall commentary on progress:	Reasonably happy with progress. Having trouble finding some of the key readings relating to chapter 2 but have located others that may be useful for chapter 4 and Lit review. Would like to discuss the relationship between chapters 1 and 2 and, having read Anderson, I'm a bit confused by his approach to the field – to discuss.								
Main work done since the last report/meeting:	Upon your suggestion, read Anderson and attempted to incorporate his findings into chapter 2.								
Specific issues to discuss	Is there anything that I can read that will illuminate Anderson better for me?								
Planning for next week	Continue with writing up of chapter 2 (thought it would be easier than it is, hope to have it done for this meeting)								
Envisaged opportunities / challenges	Feel like I'm a little bogged down in the theorising of my findings and even though I feel like it is the best way to go, I find it all a bit daunting.								
Administration (e.g. funding, etc.).	Ask about appropriateness of conference travel later in the year – will it benefit my research? Will it interfere with my progress?								
Specific issues / questions to discuss at the next meeting:	Working on Anderson and McGilty but would like to hear whether I'm on the right track in using them to theorise my findings.								

Sample thesis outline for above project

THESIS OUTLINE

Introduction / Literature Review

Chapter One - Full draft completed

Chapter Two – Full draft mostly completed (additions after Chapter Three done)

Chapter Three

Chapter Four

Chapter Five – Half draft completed

Conclusion

Bibliography - Ongoing

Appendix i

Appendix ii

OTHER

Ethics Application – Approved

Sample timeline for another project

Tasks	Timeframe	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1. Readings												
a. Topic 1	2 weeks											
b. Topic 2	2 weeks											
c. Topic 3	2 weeks											
d. Topic 4	2-3 weeks											
e. Topic 5	2-3 weeks											
2. Writing												
a. Introduction/	1 month											
Rationale												
b. Theoretical	2-3											
Background	months											
c. Methodology	1 month											
3. Others												
a. Preparing	1.5											
research tools	months											
Survey and												
interview												
questionnaires												
Ethics approval												
b. Confirmation												
Submitting confirmation												
report												