

Implementation Steps:

1. **Scheduling the date and time:** Student, in consultation with the supervisory committee (SC) members and supervisor, arranges the date and time of the SC meeting.
 - i. *It is recommended that the SC meeting duration be no more than 1 hour.*
 - ii. *The ESE office can secure a room once a date and time are agreed upon.*
 - iii. *The onus is on the student and their supervisor to set up the SC meeting before the end of the reporting period.*
2. **Expectations:** Prior to and at the SC meeting, expectations are defined by the SC and communicated to the student well in advance of the SC meeting (e.g., submission of progress report, oral presentation on progress, QnA time etc.)
3. **Meeting Agenda:** The proceedings must be such that at the end of the meeting, the SC members have sufficient information to provide an honest assessment of the student's performance during the current reporting period and can assign specific research goals for the next reporting period.
4. **Form Submission:** The student collates the feedback, discusses it with their supervisor within a week of the meeting, and fills in the feedback form. The student can seek clarification of feedback with individual SC members if needed.
 - i. *The completed form is sent by the student, copying the supervisor as indication of their approval, to the SC, also copying the ESE graduate office for records.*
 - ii. *After reviewing the form, the SC can endorse via reply email or add additional commentary or clarifications.*