**Sample Supervision Record Form**

**College of Arts, Social Sciences, and Celtic Studies**

**NUI Galway**

It is highly recommended that you keep records of your formal meetings with your research supervisor(s). This way, you will be able to trace the history of how your project developed over time. These records may also help to prevent misunderstandings and will assist with reminding both supervisor and supervisee of deadlines agreed, action points to be taken, or issues to follow up.

It is up to you and your supervisor to determine what sort of record keeping system will work best for you. Some supervisors request that students email them a meeting summary following each formal supervision. Others recommend keeping a dedicated logbook or shared document. Below is a template that you might use or adapt to your own purposes.

Date, time, and location of supervision

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People present

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Review of objectives achieved since last meeting

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Summary of meeting discussion points

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Action points or issues for each person to follow up (including any deadlines)

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Date, time, and location of next supervision

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