One page guide on how to run an EngD quarterly meeting
(or how to manage your managers)

Before meeting

Book room. Allow sufficient time, 1.5 – 2 hours is normally about right, but could be longer particularly once you a couple of years in and your supervisors have travelled a long way.

Arrangement refreshments, water, coffee, lunch, point out toilet location etc

Circulate agenda and minutes of previous meeting (if applicable) to all concerned. Allow sufficient time for people to pre read material, about a week – 10 days, but longer if people are away. If results are going to be discussed ensure everyone has own copy to look at.

If giving a short presentation ensure laptop and beamer are set up and talk preloaded if possible, again a handout for everyone is useful.

During meeting

Appoint chair either an academic, an industrialist or the EngD manager, sometimes all three.

Record who is present / absent

The secretary is you. You need to record all the important discussions and log the actions. So bring a pen and note pad.

Items on the agenda. The first part of the agenda should be to review the minutes / actions of the previous meeting.

Other agenda headings could include;
Project objectives
Results to date
Problems encountered
Future work and work plan (next 3 -6 months)
University related items such as modules taken / to be taken, exams/ coursework due, reports deadline, Annual Conference
Finally date of last meeting

After the meeting

Type up the minutes within 1-2 days and circulate to all present

Remember this is an opportunity for everyone involved in your project to give you good advice and guidance so make sure you get out of the meeting everything <u>*you*</u> *want*