# Regular Meeting Plan

*This form is intended to guide regular one-on-one meetings with your supervisor. You should refer to you Individual Development Plan (IDP) when completing this form.*

# REFLECTION

1. Create an agenda for the meeting. Use your IDP timeline to help set priorities and focus discussion. For each item, estimate how much time you would like to devote to each item.
2. Which goals and objectives did you accomplish since the last meeting?
3. Which goals and objectives will you focus on until the next meeting?
4. Are there any new challenges, needs, or complications that arose since the last review?
5. What challenges did you overcome?
6. Do you have results to discuss?
7. Which personal accomplishments should we celebrate?

OUTCOMES

1. What are the ‘action items’ for you to do before the next meeting?
2. Are there any action items for your supervisor?
3. Are there any significant changes that should be made to your IDP?
4. Has your project changed enough to warrant a change in the committee?