

Appendix

Form 1: Minutes of the Meeting

Please note: This is a working tool to make joint cooperation more binding. If needed, please add further sheets to the minutes.

General Conditions of the Meeting:

Date: _____

Place: _____

Participants: **First supervisor** **Second supervisor** **Doctoral student**

Further person(s): _____

1. Summary of the meeting:

2. Recommendations of the supervisor(s):

3. Tasks until next meeting:

4. What shall be presented at the next meeting?

General Conditions for the next Meeting mutually determined by the parties:

Date: _____

Place: _____

Participants: **First supervisor** **Second supervisor** **Doctoral student**

Further person(s): _____

Statement of the supervisor(s)

a) Notes on the updated working plan and timeframe:

b) Recommendations on required further skills and competencies:

c) Further remarks of the supervisor(s):

Place, date, signature
(Doctoral student)

Place, date, signature
(First supervisor)

Place, date, signature
(Second supervisor)