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## Interdepartmental Program in Transportation Record of Doctoral Thesis Green Light Meeting

### Form Completion Instructions

1. Student downloads form.
2. Committee Chair must be a member of the Interdepartmental Program In Transportation.
3. After meeting, Committee Chair completes form and submits to APO in one of two ways detailed below:
  - Committee Chair obtains all the signatures of the thesis committee. We recommend using <http://docusign.mit.edu/> to obtain all signatures. Instructional video to be found here: <https://bit.ly/cee-docusign>. The Committee Chair then submits signed form through Jot Form at <https://form.jotform.com/201686539462059>
  - OR
  - Committee Chair writes an email summarizing the meeting and noting the outcome as detailed below. They will also note each committee member's name and whether they were present and in agreement. The Committee Chair then emails the meeting summary to [cee-apo@mit.edu](mailto:cee-apo@mit.edu) with a cc to the entire committee.



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Interdepartmental Program in Transportation Record of Doctoral Thesis Green Light Meeting

Candidate: \_\_\_\_\_

Date of Final Thesis Committee Meeting: \_\_\_\_\_

Summary of Final Thesis Committee Meeting:

Anticipated Thesis Defense Date: \_\_\_\_\_

We support the defense of the student's thesis within the next 2 months:

CHAIR

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Signature \_\_\_\_\_ Print Name \_\_\_\_\_

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Signature \_\_\_\_\_ Print Name \_\_\_\_\_

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Signature \_\_\_\_\_ Print Name \_\_\_\_\_

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Signature \_\_\_\_\_ Print Name \_\_\_\_\_