



**Interdepartmental Program in Transportation
Record of Doctoral Thesis Committee 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 with a cc to the entire committee.



**Interdepartmental Program in Transportation
Record of Doctoral Thesis Committee Meeting**

Candidate: _____

Doctoral Thesis Committee:

Committee Chair: _____
Signature *Print Name*

Thesis Supervisor: _____
Signature *Print Name*

Committee Member: _____
Signature *Print Name*

Committee Member: _____
Signature *Print Name*

Thesis committee meeting date: _____

Members Present:

Progress since last meeting:



Anticipated progress by next meeting (e.g. special requirements):

Overall evaluation of progress:

Chair, Doctoral Thesis Committee

Date