



## Record of Doctoral Thesis Committee Meeting Form Completion Instructions

1. Student will download the form prior to meeting and share with the Committee Chair (being a faculty member within Civil and Environmental Engineering, but not the student's advisor).
2. 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 noting each committee member's name and whether they were present and in agreement. The meeting summary should include all points listed below ("*Progress since last meeting*", "*Anticipated progress by next meeting*", "*Overall evaluation of progress*"). 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.



Civil and  
Environmental  
Engineering

---

## 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:



Civil and  
Environmental  
Engineering

---

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

Overall evaluation of progress:

---

Chair, Doctoral Thesis Committee

---

Date