

Often students believe they haven't achieved anything since the last meeting and may try to postpone. They may have lacked motivation, had to re-do some writing, or an experiment or data collection may have had setbacks or failures. They may feel they have nothing to report. But this is exactly when they need you to help them. Your role as supervisor is to help your students to see what they've learned, where they have made progress, to understand the bigger picture and get themselves back on track.

What is 'normal' for this stage of the PhD? Can you reframe what (to them) might feel like a failure or lack of progress?

This is often left until the last item or left off the agenda entirely, but it is one of the most important elements of your role as a supervisor: to create an environment where feedback is normal, expected and approached without hesitation. It should appear near the top of the agenda. Feedback needs to be on:

1. Progress of the PhD Project
2. Progress of the student themselves as they develop as a researcher.

Both of these are important and should be addressed separately as they might be progressing in one and stalling in the other. Your role is to help them understand where they're doing well and what they need to work on.

Feedback should be reciprocal. You should be making it normal and safe for the student to provide feedback to you on what they need from you. They may be reluctant to give feedback at first but if they expect it on the agenda, they can plan to have feedback for you.

Perhaps ask: "is there anything you would like me to be doing differently (or stop/start) to enable you to make progress?"

- ### PhD Supervision Meeting Agenda
1. Achievements since last time
 - The research/ PhD
 - As a researcher
 2. Feedback to the student
 - Project progress
 - Progress as a developing researcher
 3. Feedback to the supervisor
 4. Current questions / issues / decisions to be made
 5. What will the do in the next few weeks / months?
 6. The immediate priority
 7. Date / content of next meeting

This will take up the majority of the meeting time. Do they need help? Do you need to provide guidance,

What are their priorities in order to keep focused on their goals and keeping the whole project on track? They may have arrived demotivated from a failure, but you can help them see how this fits in with the bigger picture

This is useful for students to understand so they don't suffer from overwhelm or fail to move forwards. If they have been demotivated, this can help them to focus on something they can action immediately after the meeting and keep them on track

You are all busy, get future dates confirmed now. Students can also note down and agenda items that need to be revisited in the next meeting.