**One on One Meeting Guide and Template**

\*Note: We retain a record of these notes for every meeting in a shared GoogleDoc (between student and PI). Each week, we add the new notes at the top of the Doc.

It’s important to come to one on one meetings with your PI well-prepared so that you can make the most of the time thinking together. Prepare a new data summary in a PPT/Keynote file, with enough information to interpret the data (but these do not have to be perfectly polished slides). You may also benefit from bringing your lab notebook in case there are questions about experimental details.

The overall agenda for the meeting is:

1. Brief check in on how everything is going.
2. Go through data and the questions above.
3. Summarize new action items.

To prepare for one on one meetings, put the info (Qs below) in your GoogleDoc the day before the meeting, thinking about these questions each time. By preparing ahead of time, the meeting will be more focused and efficient, and the PI will have a chance to look at the major points before the meeting and think about how to help you best.

Questions to consider:

1. What are the ongoing questions I am working to answer with my experiments currently and where am I in those?

2. What progress did I make on the questions and action items we discussed last meeting?

3. What problems am I encountering in my progress/experiments?

4. What do I plan to do this week?

5. Are there any new ideas for your project (building on the big picture)?

6. Are there any new papers regarding/relevant to your project that we should discuss?

Come prepared to take notes and think deeply about your project. You should do the majority of the typing in the GoogleDoc, not the PI.