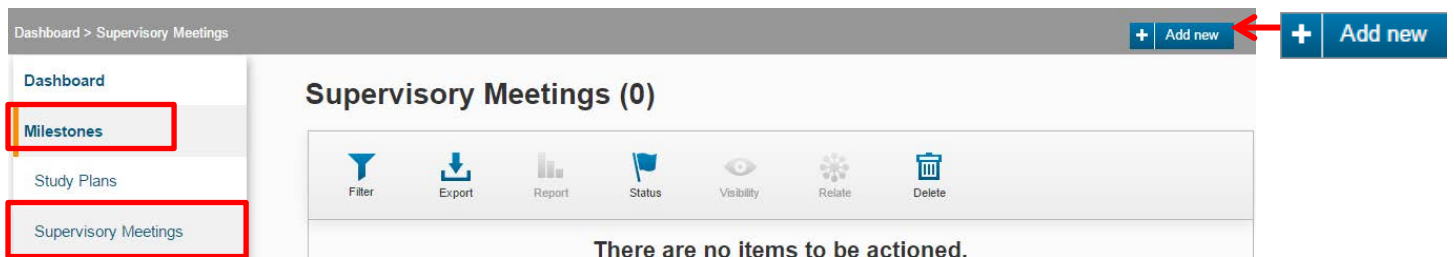


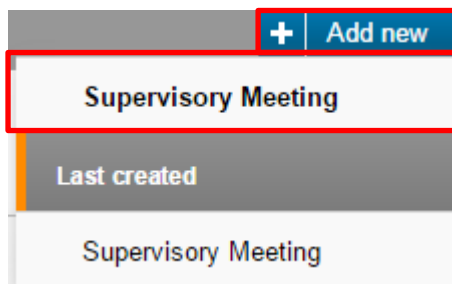
Supervisory meetings can be set up and the key discussion points recorded in ResearchPAD. You can set up **Planned** or **Finished** meetings. In line with the Codes of Practice **A MINIMUM OF 3 MEETINGS PER ACADEMIC YEAR** must be recorded.

How to add meeting

From the Dashboard, click on the menu **Milestones** and select the sub menu *Supervisory Meetings* from the list.



From within Supervisory Meetings, click on the **add new** button and select *Supervisory Meeting*



Key Information

Subject: *
SM Test for Manual

Date: *
31/08/2015

Time: 11:00 - 11:30

Reminder: 15 minutes

Location: *
P007

PGR Present *

To add name: Press the + button, type in surname and click the search icon. Then click the + button shown against the appropriate name.

TestA, Test

Supervisors Present *

To add name(s) of supervisors: Press the + button, type in surname and click the search icon. Then click the + button shown against the appropriate name.

Shi, Sarah
Krizhi, Fiana
Kempinski, Suzy

Meeting Notes

Key points discussed:

Action points:

Supervisor's comments:

Documents - Please add any supporting documentation

Name	Type	Size	Description
9 Supervisory Meetings.doc	MS-Word	99.5 KB	Meeting Agenda

Buttons: Cancel, Save, Save & close

Complete the fields within **Key information**, **PGR Present** and **Supervisors Present**:
Please remember to make a note of agreed supervisory meetings in your diary.
ResearchPAD will not create a calendar entry within outlook or send reminder outside ResearchPAD.

Complete the fields – PGR Present and Supervisors Present.

To add names – click on type your name into the text box and click on to add the name to the Supervisory Meeting.

If you are setting up a **Planned meeting** it is unlikely you will need to complete these fields, therefore all you need to complete is **Key Information**, **PGR Present** and **Supervisors Present**. Once these fields have been completed, click on **Save & Close** and set the Status to **Planned**

If you are setting up a **meeting retrospectively**, then you will also need to complete these fields: **Key Point Discussed**, **Action Points** and **Supervisor's comments**. Once these fields have been completed, click on **Save & Close** and set the Status to **Finished**

If you need to attach an Agenda or a publication, report etc, click on to upload your document

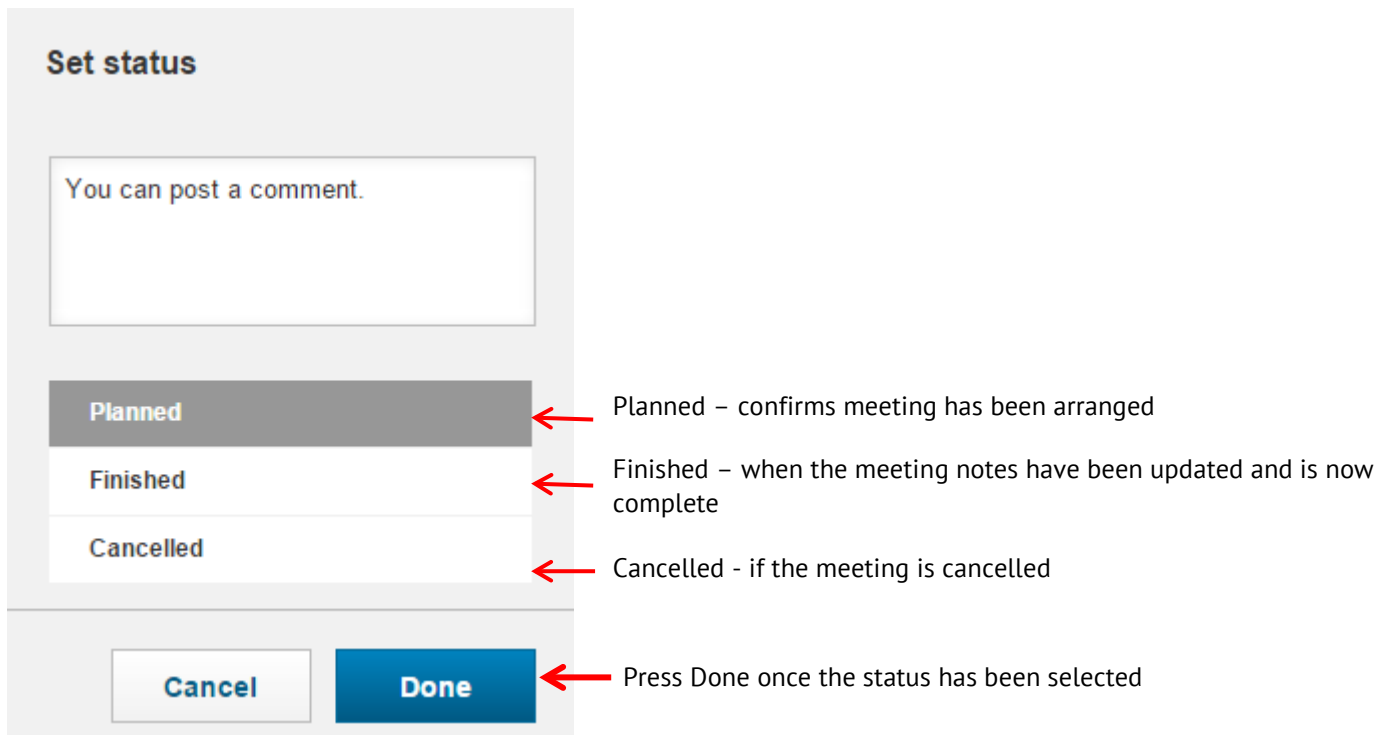
When completed, press **Save & Close** and select the status to **'Planned'** or **'Finished'** and press **Done**

To Set Status

Click on **Save & Close**



The **Set Status** box will appear:



Planned ← Planned – confirms meeting has been arranged

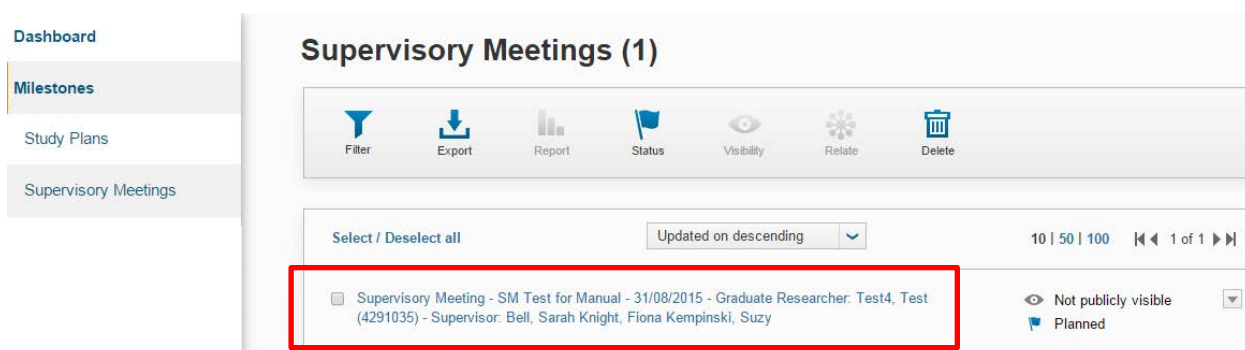
Finished ← Finished – when the meeting notes have been updated and is now complete

Cancelled ← Cancelled - if the meeting is cancelled

Done ← Press Done once the status has been selected

How to update your meeting notes

To update your meeting notes, click on **Milestones** from the left-hand navigation pane and expand menu and select *Supervisory Meetings*. A list of Supervisory meetings will appear, click on the link of the supervisory meeting you need to update:



Dashboard

Milestones

Study Plans

Supervisory Meetings

Supervisory Meetings (1)

Filter Export Report Status Visibility Relate Delete

Select / Deselect all Updated on descending 10 | 50 | 100 1 of 1

Supervisory Meeting - SM Test for Manual - 31/08/2015 - Graduate Researcher: Test4, Test (4291035) - Supervisor: Bell, Sarah Knight, Fiona Kempinski, Suzy

Not publicly visible

Planned

How to set up a Supervisory Meeting

When updating a supervisory meeting record, if a member of your Supervisory Team was not present at your meeting, make a note of this within the meeting notes section. **DO NOT** delete them from the list of **Supervisors Present**.

When you've updated your meeting notes, press **Save & Close** and select the status **Finished** and press **Done**.

****Adding Names to a Supervisory Meeting****

To view a meeting from within Supervisory Meetings, **you must add your name and those of your Supervisors**. If you don't, you or your supervisors will not be able to see the meeting that you've just created. If you only add your name, **your Supervisors won't be able to see the meeting or read the meeting notes once updated**.

If you've created a meeting and forgotten to add your name, please email researchpad@bournemouth.ac.uk

Please note that if you don't add your name and you attempt to save your work you may experience a system 'crash' and you'll get an error message. Your details will be saved but you will have to email ResearchPAD@bournemouth.ac.uk because you won't be able to see the planned meeting until your name is assigned.