**Recurring Postdoc/PI Meeting Agenda**

1. **Review progress on IDP Project Goals**

What progress is the postdoc making toward the Project Goals this semester?

|  |  |  |  |
| --- | --- | --- | --- |
| * None | * Little | * Some | * Substantial |

Are there any barriers?

What additional supports are needed?

What are additional resources needed?

1. **Review progress on IDP Career Advancement Goals**

What progress is the postdoc making toward the Career Advancement Goals this semester?

|  |  |  |  |
| --- | --- | --- | --- |
| * None | * Little | * Some | * Substantial |

Are there any barriers?

What additional supports are needed?

What are additional resources needed?

1. **Review progress on IDP Skill Goals**

What progress is the postdoc making toward the Skills Goals this semester?

|  |  |  |  |
| --- | --- | --- | --- |
| * None | * Little | * Some | * Substantial |

Are there any barriers?

What are additional supports needed?

What additional resources are needed?

1. **List Actionable Items with Deadlines from the Meeting for Each Attendee**

|  |  |  |
| --- | --- | --- |
| **Name** | **Action** | **Deadline** |
| PI: |  |  |
| Postdoc: |  |  |
| Other: |  |  |

1. **Schedule next meeting date and time.**
2. **Email notes/summary of today’s meeting.**