

Check-list to prepare your TAC meeting

You are expected to proactively discuss potential issues and ask for advice during TAC meetings. You can use the non-exhaustive list of questions below to carefully prepare your TAC meeting and identify areas where you could benefit from your TAC's advice.

Project & project management

- Which goals were defined in the last TAC meeting, resp. at the beginning of your doctoral thesis? To what extent have they been achieved?
- Have you experienced any problems in reaching them? Have you developed ideas and strategies on how to solve them?
- Are you concerned about the defined goals and do you think that some of them must be redefined, reformulated, eliminated?
- Have new research questions arisen that you would like to discuss? Do you need to redefine your goals based on them?
- Are the different steps of your project clear to you?
- Do you have a clear idea which project goals are (currently) particularly important and why?
- Which goals have been achieved so far / since the last TAC meeting?
- Which goals do you plan to achieve until the next TAC meeting?
- Do you feel fully in command of your project? If not, why and how could you change that?
- Do you feel that the way you manage your project is good or rather chaotic? Do you need more support?
- How do you keep your lab book? Do you feel comfortable documenting your results in your lab book? Are you sure someone else could reproduce your research based on your documentation?
- For the 3rd TAC meeting: How do you intend to schedule the completion of your project and the writing of your doctoral thesis? Do you already have a clear thesis plan, a clear schedule?

Presentation and feedback

- Have you had enough opportunities so far to present and discuss your project, e.g., during lab meeting, seminars, conferences...?
- What kind of feedback did you get? What did you do with it?

Supervision

- How often do you meet your supervisor? Is the frequency high enough/too high/too low? Are you happy with the current level of supervision and mentoring?
- Are you happy with the quality of the meetings with your supervisor? Are they productive? How could the productivity of these meetings be improved?
- Are you happy with the support you get from your TAC members? Do you feel comfortable approaching them? In which areas could they support you better?
- Do you think you should modify the composition of your TAC?

Resources and collaboration

- Do you have access to all necessary resources (data, lab equipment, IT resources, ...) to carry out your project?
- Do you collaborate with lab mates for your project? Do you get enough support?

- Would new collaborations be helpful to develop your project and your technical skills? Do you already have someone in mind? Do you need support to establish such a collaboration?

Personal development

- Which scientific and soft-skills courses have you recently completed?
- Are you satisfied with the obtained skills or are there other skills which you would like to train or be trained in? Can you think of suitable ways to train these skills, such as collaboration with other colleagues, research stays in other labs/groups, courses and workshops?
- Would you like to actively attend any specific scientific meetings? Do you need any recommendations or advice?
- Are you satisfied with your current scientific network? Would you need your TAC members to connect you with other scientists?
- Do you need advice on how to pursue your career after your PhD?

Theoretical knowledge & scientific literacy

- Do you feel you are up to date with the literature related to your project?
- Do you set aside enough time to read relevant papers?
- Do you need help identifying the relevant literature for your project?

Mental health

- Do you think you have a reasonably good work-life balance?
- Are you anxious about the continuation of your PhD, the development of your professional career? Do you need advice from your TAC ?