

The attached template has been created so that we might standardize the process by which you minute the six meetings that will lead to the completion of your extended essay.

Date	Objective of the Meeting	Agreed action	Benchmark	Due date
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Objective of the Meeting

It is crucial that these objectives are phrased in quantifiable terms. These means that you state your objective statement in sufficiently clear terms that both you and your supervisor will be able to determine whether or not the meeting has been successful. You and your supervisor should be able to tick these off, at the end of the meeting.

An worthy example would be : “To select one thesis statement from the three that have been shortlisted”

A poor example would be “ To make my mind up about my extended essay.”

Agreed Action

Your action statement defines what you, or your supervisor, will take care of between now and the next meeting. As with the objective statements, it is crucial that these are stated in quantifiable terms.

A worthy example would be : “ I will complete and write up my interview with Prof Ronald Jakes.”

A poor example would be: “I will do some more research.”

Benchmarks

Your benchmark is the way that you and your supervisor will measure the extent to which you fully satisfied your agreed action. You can only complete this after the action is completed. Your benchmark can really only be filled in once the action has been successfully completed. It needs to be stated in very specific terms, it is mostly factual, and should be fairly self-evident, i.e. 40 min interview with Prof Jakes recorded and written up.