

SuCo2 Research Group

GUIDELINES

FEEDBACK AND REVIEW PROTOCOL

Ideally, meetings between instructors/supervisors and students offer rich feedback, open discussions and ideating new perspectives. Often times, however, both student and instructor struggle to build off of the main ideas from previous meetings next time they meet.

The **aim** of the feedback and review protocol is to ensure that

- a) the main feedback items and ideas discussed at a meeting are adequately **understood** and **documented**, and
- b) that there is **transparency** about the ways in which each main feedback item and idea was **addressed** in the further work process / a revision.

Please fill in the feedback and review protocol template (see next page) and send it ahead of time to your instructor to ensure a productive meeting and a fruitful progression of your collaboration project.

For further information, please visit our website at: www.suco2.com.

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Name of student:	
Date of the last meeting:	
Topic(s) of last meeting:	

Feedback discussed at last meeting

#	Feedback received in the meeting	What I did about it / How I addressed it after the meeting
1	•	•
2	•	•
3	•	•
4	•	•
5	•	•
6	•	•
7	•	•
...	•	•

Action items determined at last meeting

#	What (Action)	Who	Due when	Status
A	•			
B	•			
C	•			
D	•			
...	•			