

**Plan to Finish Meeting Form**  
**Department of Chemistry**

Student: \_\_\_\_\_

Research Advisor: \_\_\_\_\_

Thesis Committee Chair: \_\_\_\_\_

Third Committee Member: \_\_\_\_\_

Term Enrolled in Program: \_\_\_\_\_

Plan to Finish Meeting held on:

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Thesis  
Committee Chair: \_\_\_\_\_

Please submit this form and the documents listed below within 5 business days of the completed Plan to Finish Meeting. You may submit them as hard copies to the Chemistry Education Office (6-205) or email them to Jennifer Weisman ([jweisman@mit.edu](mailto:jweisman@mit.edu)).

- Brief summary of the meeting
- PTF Timeline