 Date and time Click or tap to enter a date.

 Location Click or tap here to enter text.

 Minutes of meeting

Type of meeting Kick-off

Purpose of the meeting Master's thesis project launch

Participants: [Author], Click or tap here to enter text. , Click or tap here to enter text., Click or tap here to enter text.

Note taker: [Author]

 Agenda

1. Topic of Master’s thesis
2. The Supervisor of Master’s thesis work:
3. The Advisor of Master’s thesis work:

**Advisor 1**

Advisor’s employer:

Contact information (email, phone number):

**Advisor 2**

Advisor’s employer:

Contact information (email, phone number):

1. The language of Master’s thesis report:

Choose an item.

1. The Master’s thesis schedule:

Start date: Click or tap to enter a date. End date: Click or tap to enter a date.

Expected duration:

1. What is the purpose of the Master’s thesis work?
2. What is the research question?
3. Evaluation criteria of Master’s thesis work
4. Funding of the Master’s thesis work
5. Experimental part of the Master’s thesis work is done at:
6. Signing the agreement with Supervisor ([Example of MS thesis agreement](https://into.aalto.fi/display/encbme/Completing%2Byour%2BMaster%27s%2Bthesis?preview=/7157005/7157242/Diplomity%C3%B6n%20aihe_word_sopimuspohja_2017.docx" \l "CompletingyourMaster'sthesis-Approvalofthetopic) or agreement by email)

 Notes for next meeting:

 Next meeting/s :

1. Click or tap to enter a date., Click or tap here to enter text., Click or tap here to enter text.
2. Click or tap to enter a date., Click or tap here to enter text., Click or tap here to enter text.
3. Click or tap to enter a date., Click or tap here to enter text., Click or tap here to enter text.