Advisor Meeting Agenda

## Meeting Details

**Student Team: [Team Name]** **[Contact Information]** **Date: [Preferred Meeting Date/Time]** **Advisor: [Advisor's Name]**

## Meeting Agenda

**1. Current Challenge Overview:**

a) [Succinctly outline the specific challenge the team is currently facing.]

b) [Briefly share our team's initial assessment of the challenge.]

**2. Technical Insights:**

a) [Provide any technical context or considerations related to the challenge that may influence the solution.]

b) [Share your experiences or lessons learned from similar situations.]

**3. Proposed Solutions/Options:**

a) [Present one or more suggested solutions or potential options we have considered.]

b) Seek advisor feedback on the viability, advantages, and drawbacks of each proposed solution.

**4. Recommendations:**

a) Based on advisor’s experience, recommend a preferred solution, or advise on refining our proposed options.

b) Highlight any critical factors or considerations that may be overlooked.

**5. Next Steps:**

a) Discuss actionable steps or specific tasks we can undertake to address the challenge.

b) Determine if there are resources, tools, or additional expertise the students should leverage.