**Postdoc Meeting Report**

Kick-off meeting 1st Progress meeting 2nd Progress meeting

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| Date of meeting: |  |

Postdoctoral researcher

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| --- | --- | --- |
| Name | Institution | CEPLAS-fellow since (mm/yyyy) |
|  |  |  |

**Working title of the postdoctoral research project:**

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Estimated date of project completion, including writing a paper (mm/yyyy):

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**Milestones of work and time schedule**

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**Recommendations concerning scientific development**

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**Current state of exchange with industry/academia cooperation partners**

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**Recommendations concerning career development course programme**

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**Teaching duty done/proposed**

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| Suggested date of next meeting: |  |

**Date and signatures**

*Submission:**Signatures of the postdoctoral researcher and all project members are necessary. The postdoctoral researcher is responsible to make a scanned copy of the signed document and send it to the project leaders and the Postdoc Programme Coordinator.*

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| --- | --- | --- | --- | --- |
|  |  | Name | Signature | Date |
| 1. | Postdoctoral researcher |  |  |  |
| 2. | Project leader |  |  |  |
| 3. | Second  project leader |  |  |  |
| 4. | External project member (optional) |  |  |  |