Sample post-proposal meeting form:

On [insert date], we met to discuss [insert name]’s thesis proposal, entitled [insert title]. The following changes were agreed to by the committee.

[Bullet out your proposed changes, making clear whether they were “consider doing X” (you and supervisor’s choice) or “do X” (required). You may want to also indicate changes by section—introduction, method, etc.]

[At the bottom, add signature lines (with typed names below) for you and each member of your thesis committee. After everyone has signed it, give the original to Jan.]