**FORM A**

**COMPUTING HONOURS PROJECT (COMP10034)**

**PROGRESS AND MANAGEMENT MEETING AGENDA**

*(To be completed* ***before*** *the scheduled meeting)*

**Student: Supervisor:**

**Meeting Number: Date/Time:**

**PROGRESS**

Over the last month, the following tasks have been completed:

* ..
* ..
* ..
* ..

The following tasks identified last month have not been completed or problems/issues have emerged that require attention:

* ..
* ..

**AGENDA FOR FORMAL MEETING (Example)**

1. Discussion of progress so far/since last meeting
2. Discussion of how specific tasks will be undertaken
3. Reading/investigative work undertaken so far and planned for the future
4. Discussion of problems or potential risks that have been identified
5. Discussion of work to be undertaken towards formal submissions (e.g. Interim Report)
6. Setting of tasks and planned targets before next formal meeting
7. Any other business?
8. Date of next formal meeting