Project: [Enter Project Title]

*[Complete this report following each meeting with your supervisor. Update the footer to include the date of the report and your name. Send the report to your supervisor within one working day of your meeting. You should generate an agenda of topics to be discussed and share with your supervisor prior to each meeting.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Engineer:** |  | | |
| **Student ID:** |  | | |
| **Supervisor:** |  | | |
| **Meeting Date, Time, & Method** |  | | |
| Face to face Meeting | Phone | Email | Teams/Zoom |

Report on Progress

*[Outline key discussion points from this meeting around the following topics].*

|  |  |
| --- | --- |
| Agenda & Discussion | *[Outline areas that were discussed and any decisions made in consultation with your supervisor]* |
| Key project activities completed and reported on this meeting. | *This could include:*   * *Agreement on meeting frequency and communication approach* * *Development of Project plans or other documentation* * *Investigations into literature, regulations, engineering practice* * *Design or simulation work* * *Engagement with technical staff or stakeholders to check input or plan work* * *Writing of assessment submissions or reports* * *Construction, testing or experimentation.* |
| Issues/concerns/questions remaining |  |
| Any risks identified (particularly HSE) |  |
| Ethical considerations |  |
| Sustainability considerations |  |

Next actions agreed

*[Outline what activities are planned for the next phase of your project – reporting on these will be the agenda focus for your next meeting. Note that you may be proposing actions requiring input from others so be sure to identify who will be completing the actions]*

|  |  |  |
| --- | --- | --- |
| Action | Who? | By when? |
|  |  |  |
|  |  |  |
|  |  |  |

---- END OF MEETING NOTES ----