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| **Logbook Entry Sheet**  **Meeting No: 1 Date: 23/9/2022**  **Start Time: 10:00 AM End Time: 12:00 AM** |
| Items Discussed:   * Basic concept for final year project was discussed like why is it important? How you can make your project more impactful and stand out then your other projects.   Achievements:   * Got a clear idea about what final Year project is and its importance.   Problems (if any):   * Doubts on how to make it great and stand out.   Task for Next Meeting:   * Bring your concept and ideas for further discussion with the supervisor. |
| Student Signature Internal Supervisor Signature |
| **Logbook Entry Sheet**  **Meeting No: 1 Date: 23/9/2022**  **Start Time: 10:00 AM End Time: 12:00 AM** |
| Items Discussed:   * Basic concept for final year project was discussed like why is it important? How you can make your project more impactful and stand out then your other projects.   Achievements:   * Got a clear idea about what final Year project is and its importance.   Problems (if any):   * Doubts on how to make it great and stand out.   Task for Next Meeting:   * Bring your concept and ideas for further discussion with the supervisor. |
| Student Signature External Supervisor Signature |

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| **Logbook Entry Sheet**  **Meeting No: 2 Date: 4/11/2022**  **Start Time: 10:00 AM End Time: 12:00 AM** |
| Items Discussed:   * The main theme and idea of the video i.e where to shoot and the software used to edit the footage was discussed with the supervisor.   Achievements:   * Had an understanding on what to do for the final year project and got some good ideas.   Problems (if any):   * Confusion on whether to do food vlog video or not.     Task for Next Meeting:  The place for the shoot to be decided and some good factors of the hotel to be noted proposal to be in the process. |
| Student Signature Internal Supervisor Signature |

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| **Logbook Entry Sheet**  **Meeting No: 2 Date: 4/11/2022**  **Start Time: 10:00 AM End Time: 12:00 AM** |
| Items Discussed:   * The main theme and idea of the video where to shoot and the software used to edit the footage was discussed with the supervisor.   Achievements:   * Had an understanding on what to do for the final year project and got some good ideas.   Problems (if any):   * Confusion on whether to do food vlog video or not   Task for Next Meeting:  The place for the shoot to be decided and some good factors of the hotel to be noted proposal to be in the process. |
| Student Signature External Supervisor Signature |

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| **Logbook Entry Sheet**  **Meeting No: 3 Date: 11/11/2022**  **Start Time: 10:00 AM End Time: 12:00 AM** |
| Items Discussed:   * More ideas for the final year project were discussed and how I can make my ideas project and discussion about finalizing the ideas.   Achievements:   * Had a even clearer sketch and knowledge on my final year project.   Problems (if any):   * Had no issues   Task for Next Meeting:   * Finalizing the place to shoot my video and have a clear understanding of the place i.e., strong and weak aspect.     Student Signature Internal Supervisor Signature |

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| **Logbook Entry Sheet**  **Meeting No: 3 Date: 11/11/2022**  **Start Time: 10:00 AM End Time: 12:00 AM** |
| Items Discussed:   * More ideas for the final year project were discussed and how you can make the project better and discussion about finalizing the ideas.   Achievements:   * Had a clearer sketch and knowledge on my final year project.   Problems (if any):   * Had no issues   Task for Next Meeting:   * Finalizing the place to shoot my video and have a clear understanding of the place i.e., strong and weak aspect.     Student Signature External Supervisor Signature |

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| **Logbook Entry Sheet**  **Meeting No: 4 Date: 18/11/2022**  **Start Time: 10:00 AM End Time: 12:00 AM** |
| Items Discussed:   * The place for my shoot was discussed, the strong and weak aspect of the place i.e., quality foods, customer services traditional food   Achievements:   * Agreement and satisfactory on the place with the supervisor.   Problems (if any):   * Drone shots/small place to shoot   Task for Next Meeting:   * Work on the letter FYP permission letter and start documentation for the coursework.     Student Signature Internal Supervisor Signature |
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| **Logbook Entry Sheet**  **Meeting No: 4 Date: 18/11/2022**  **Start Time: 10:00 AM End Time: 12:00 AM** |
| Items Discussed:   * The place for my shoot was discussed, the strong and weak aspect of the place i.e., quality foods, customer services traditional food   Achievements:   * Agreement and satisfactory on the place with the supervisor.   Problems (if any):   * Drone shots/small place to shoot   Task for Next Meeting:   * Work on the letter FYP permission letter and start documentation for the coursework.     Student Signature External Supervisor Signature |
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| **Logbook Entry Sheet**  **Meeting No: 5 Date: 25/11/2022**  **Start Time: 10:00 AM End Time: 12:00 AM** |
| Items Discussed:   * Discussion about coursework documentation and it’s submission dates. Also, some shoot for place finalize discussion.   Achievements:   * Finalization on the shoot place, and had idea about the coursework documentation.   Problems (if any):   * Some doubts on the documentation.   Task for Next Meeting:   * Working on the documentation for coursework and make a FYP permission letter     Student Signature Internal Supervisor Signature |
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| **Logbook Entry Sheet**  **Meeting No: 5 Date: 25/11/2022**  **Start Time: 10:00 AM End Time: 12:00 AM** |
| Items Discussed:   * Discussion about coursework documentation and it’s submission dates. Also, some shoot for place finalize discussion.   Achievements:   * Finalization on the shoot place, and had idea about the coursework documentation.   Problems (if any):   * Some doubts on the documentation.   Task for Next Meeting:   * Working on the documentation for coursework and make a FYP permission letter     Student Signature External Supervisor Signature |
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