**Year 2 Project (ELEC222/273) – *Supervisor meeting – Week 1***

Date: Supervisor:

Project Title:

|  |  |  |
| --- | --- | --- |
| Student Names  /Attendees: | 1. | 2. |
| 3. | 4. | 5. |

Summary of week’s activities:

Problem, issues and concerns:

Tasks for next week/Actions for next meeting:

Supervisor use only

Progress Assessment: □ Unsatisfactory □ Satisfactory □ Good

Comments/Recommendations:

Supervisor Signature:

**Year 2 Project (ELEC222/273) – *Supervisor meeting – Week 2***

Date: Supervisor:

Project Title:

|  |  |  |
| --- | --- | --- |
| Student Names  /Attendees: | 1. | 2. |
| 3. | 4. | 5. |

Summary of week’s activities:

Problem, issues and concerns:

Tasks for next week/Actions for next meeting:

Supervisor use only

Progress Assessment: □ Unsatisfactory □ Satisfactory □ Good

Comments/Recommendations:

Supervisor Signature:

**Year 2 Project (ELEC222/273) – *Supervisor meeting – Week 3***

Date: Supervisor:

Project Title:

|  |  |  |
| --- | --- | --- |
| Student Names  /Attendees: | 1. | 2. |
| 3. | 4. | 5. |

Summary of week’s activities:

Problem, issues and concerns:

Tasks for next week/Actions for next meeting:

Supervisor use only

Progress Assessment: □ Unsatisfactory □ Satisfactory □ Good

Comments/Recommendations:

Supervisor Signature:

**Year 2 Project (ELEC222/273) – *Supervisor meeting – Week 4***

Date: Supervisor:

Project Title:

|  |  |  |
| --- | --- | --- |
| Student Names  /Attendees: | 1. | 2. |
| 3. | 4. | 5. |

Summary of week’s activities:

Problem, issues and concerns:

Tasks for next week/Actions for next meeting:

Supervisor use only

Progress Assessment: □ Unsatisfactory □ Satisfactory □ Good

Comments/Recommendations:

Supervisor Signature:

**Year 2 Project (ELEC222/273) – *Supervisor meeting – Week 5***

Date: Supervisor:

Project Title:

|  |  |  |
| --- | --- | --- |
| Student Names  /Attendees: | 1. | 2. |
| 3. | 4. | 5. |

Summary of week’s activities:

Problem, issues and concerns:

Tasks for next week/Actions for next meeting:

Supervisor use only

Progress Assessment: □ Unsatisfactory □ Satisfactory □ Good

Comments/Recommendations:

Supervisor Signature: