

FYP Logbook Entry Sheet

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Meeting No: 03	Date: 25 th September, 2022
Start Time: 11:30 AM	End Time: 1:30 PM
Items Discussed: <ol style="list-style-type: none">1. The draft of the topic selection was briefly reviewed.2. Process of changing project's features after the proposal was briefly discussed.3. Discussion on Newly Researched subjects form previous week for the project.4. Explanation on how to acquire and verify a client.5. Discussion on the importance of the work flow diagram for Topic finalization.	
Achievements: <ol style="list-style-type: none">1. Proper feedback of the Topic Selection Draft was acquired.2. Requirements for topic finalization was obtained.3. Clear Idea about the creation of Workflow diagram.4. Vague Idea about Gantt Chart.	
Problems: <ol style="list-style-type: none">1. To meet requirements for topic finalization.	
Tasks for Next Meeting: <ol style="list-style-type: none">1. Further Research about the finalized topic shall be conducted.2. A proposal draft shall be prepared.	



Student Signature



Internal Supervisor Signature



External Supervisor Signature