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# **CPT6314 Final Year Project (FYP) 1 Meeting Log**

**Trimester OCT / NOV 2024 (Trimester ID:2430)**

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| **Meeting Date:** | **Meeting No.:** |
| **Meeting Mode:**  Online / Face-to-Face | |
| **Project ID:** | **Project Type:**  Research-based/Application-based/  Application & Research based |
| **Project Title :** | |
| **Student ID :** | **Student Name:** |
| **Student Programme and Specialisation:** | |
| **Supervisor Name:** | **Co-Supervisor Name:**  **(if applicable)** |
| **Collaborating Company:**  **(if applicable)** | **Company Supervisor Name:**  **(if applicable)** |

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| **1. WORK DONE**  *[Please write the details of the work done, after the last meeting]*  **Tasks:** Problem Formulation and Project Planning / Background Study or Literature Review / Requirement Analysis or Theoretical Framework / Design or Research Methodology /  Prototype Development or Proof of Concept / Draft Report Completion  ***(Please strike out the tasks, which are not applicable)***  **Details (in point form):** |
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| **2. WORK TO BE DONE**  *[Please write the details of the work to be done, before the next meeting]*  **Tasks:** Problem Formulation and Project Planning / Background Study or Literature Review / Requirement Analysis or Theoretical Framework / Design or Research Methodology / Prototype Development or Proof of Concept/ Draft Report Completion  ***(Please strike out the tasks, which are not applicable)***  **Details (in point form):** |
| **3. PROBLEMS ENCOUNTERED AND SOLUTIONS**  *[Please write the details of the problems encountered, after the last meeting and provide the solutions / plan for the solutions]* |
| **4. COMMENTS (Supervisor / Co-Supervisor / Company Supervisor)** |

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Supervisor’s Signature Student’s Signature

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Co-Supervisor’s Signature Company Supervisor’s Signature

**(if applicable) (if applicable)**

**IMPORTANT NOTES TO STUDENTS:**

1. Items 1 – 3 are to be completed by the students prior to the meeting. Item 4 is to be completed by the supervisor / co-supervisor / company supervisor.
2. Student has to upload the soft copies of the meeting logs in eBwise and also attach them along with interim (FYP1) report.

Minimum requirement is SIX Meeting Logs (Period: Week 3 to Week 12). Students can

have fortnightly meetings with the supervisor.

1. Log sheets provide the basis for evaluating the General Effort (Project Management, Attitude, and Technical Competency) of the student, by the supervisor and also for checking the attendance requirement of the student, by the FYP Committee.

This also provide the student with feedback from the supervisor / co-supervisor / company supervisor on the tasks done and provide the plan for the upcoming tasks. This can provide the motivation for the student to give consistent and efficient effort throughout the period of FYP.

1. Student who fails to meet the minimum requirement (six nos.) of log sheets will not be allowed to submit FYP report.