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| **Meeting No.:** | | **Date:** |
| No. | Member’s name/QUID **(BY STUDENTS)** *keep the same order in all logbooks.* | Attended/Absent **(BY ADVISOR)** |
| 1 |  |  |
| 2 |  |  |
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| 4 |  |  |

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| **Tasks from last meeting (BY STUDENTS)** | | **BY ADVISOR** | | |
| Task No | Progress, problems, related issues, … | Assigned to  **Member’s No**/**All** | **F**inished/  **C**ontinued/  **F**inished **D**elayed  **F**/**C**/**FD** | Unsatisfactory (**1**) Marginal (**2**)  Satisfactory (**3**)  **1**/**2**/**3** |
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| **Tasks from this meeting (BY STUDENTS BASED ON ADVISOR)** | | **BY ADVISOR** | | | |
| Task  No | Description | | Assigned to  **Member’s No**/**All** | **N**ew/  **C**ontinued  **N**/**C** | Duration in days |
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| **Other matters if any (BY STUDENTS/ADVISOR)** |
| By Students:  By Advisor: |

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| **Evaluation: unsatisfactory (1), marginal (2), satisfactory (3) (BY ADVISOR) 1**/**2**/**3** | | | |
| Member No. | Quality of the work | Contribution in discussions | Communication skills and team playing |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

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| --- | --- | --- | --- |
| **Student No** | **Student Name** | **Signature** | **Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Advisor Name** | | **Signature** | **Date** |
|  | |  |  |