**Internal Supervisor - Logbook Entry Sheet**

Use this form to record meetings with the supervisor. The completed form needs to be signed off by the student and the supervisor.

**Logbook Entry Sheet**

**Meeting No: Date:**

**Start Time: End Time:**

**Items Discussed:**

**Achievements:**

**Problems (if any):**

**Tasks for Next Meeting:**

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**Student Signature Internal Supervisor Signature**

**External Supervisor - Logbook Entry Sheet**

Use this form to record meetings with the supervisor. The completed form needs to be signed off by the student and the supervisor.

**Logbook Entry Sheet**

**Meeting No: Date:** 17th November 2019

**Start Time: End Time:**

**Items Discussed:**

Proposal, System Architecture, Feature List, Diagram of System

**Achievements:**

Received the idea to improve the proposal as well as to build system architecture for the project

**Problems (if any):**

**Tasks for Next Meeting:**

Summarizing the aims, Work Breakdown Structure – start/end date, Gantt Chart, Core Feature List, UML diagram, Wireframe, System Architecture

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**Student Signature External Supervisor Signature**