**1Internal 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: 1 Date:** 10th November 2019

**Start Time: End Time:**

**Items Discussed:**

Discussion for the final proposal and discussed the things we will be doing in the class

**Achievements:**

Got ideas to improve the proposal

**Problems (if any):**

**Tasks for Next Meeting:**

To complete the proposal properly.

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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: 1 Date:**

**Start Time: End Time:**

**Items Discussed:**

Discuss about the final proposal and feasible methodology.

**Achievements:**

Got ideas to improve the proposal

**Problems (if any):**

**Tasks for Next Meeting:**

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**Student Signature External Supervisor Signature**