**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:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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:**

**Start Time: End Time:**

**Items Discussed:**

**Achievements:**

**Problems (if any):**

**Tasks for Next Meeting:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature External Supervisor Signature**