

**TPT3101 Final Year Project (FYP1) Meeting Log  
Trimester 1, 2022/23 (Trimester ID:2210)**

<b>Meeting Date:</b> 19 Jan 2022	<b>Meeting No.:</b> 6
<b>Meeting Mode:</b> Physical	
<b>Project ID:</b>	<b>Project Type:</b> Research-based
<b>Project Title :</b> Time Series Based Text Summarisation	
<b>Student ID :</b> 1181203334	<b>Student Name:</b> Mak Yen Wei
<b>Student Programme and Specialisation:</b> Bachelor In Computer Science, Specialized in Data Science	
<b>Supervisor Name:</b> Dr Goh Hui Ngo .	<b>Co-Supervisor Name:</b> (if applicable)
<b>Collaborating Company:</b> (if applicable)	<b>Company Supervisor Name:</b> (if applicable)



## **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):**

- Tested solution A, results are acceptable but there's a lot of room for improvement
- Report Writing is done and reviewed.

## **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):**

- Proper planing on how to improve solution A

### **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)**

Need to focus on the  
evaluation!



.....  
Supervisor's Signature



Student's Signature

.....

.....

Co-Supervisor's Signature  
(if applicable)

Company Supervisor's Signature  
(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 Google Classroom and also attach them along with interim (FYP1) report.  
Minimum requirement is SIX Meeting Logs (Period: Week 4 to Week 14). Students can have fortnightly meetings with the supervisor.
3. 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.

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