

Logbook for Final Project



Student ID No.	
Name	
Email	
Concentration	
Year and Semester	
Supervisor	

Notes on Use of the Project Logbook

1. The student and supervisor must arrange regular supervisory meetings to review progress and make plans for the project. It is the purpose of the Project Logbook to document these meetings and therefore build up a record of the student's progress throughout the project.
2. The student should prepare for the supervisory meeting by deciding which questions he or she needs to ask the supervisor and what progress has been made since the last meeting (if applicable) and noting these in the relevant sections of the sheet, effectively forming an agenda for the meeting.
3. The business of the meeting should be noted briefly as items in the relevant section of the sheet. There will be one sheet for each supervisory meeting and the actions on the student (and perhaps the supervisor) which should be carried out before the next meeting should be noted briefly in the relevant section of the sheet.
4. The Project Logbook is one of the deliverables of the final project and is an important record of the student's organisation and learning experience. The student should ensure that it is handed in at the end of the semester to their supervisor, with sheets dated and signed to show a consistent record of the supervisory meetings.

Meeting 1

Focus of Discussion:

Current week's Activities

Next week's Activities

Supervisor's Comment On Student's Progress:

Student's Signature :

Supervisor's Signature :

Date :

Meeting 2

Focus of Discussion:

Current week's Activities

Next week's Activities

Supervisor's Comment On Student's Progress:

Student's Signature :

Supervisor's Signature :

Date :

Meeting 3

Focus of Discussion:

Current week's Activities

Next week's Activities

Supervisor's Comment On Student's Progress:

Student's Signature :

Supervisor's Signature :

Date :

Meeting 4

Focus of Discussion:

Current week's Activities

Next week's Activities

Supervisor's Comment On Student's Progress:

Student's Signature :

Supervisor's Signature :

Date :

Meeting 5

Focus of Discussion:

Current week's Activities

Next week's Activities

Supervisor's Comment On Student's Progress:

Student's Signature :

Supervisor's Signature :

Date :

Meeting 6

Focus of Discussion:

Current week's Activities

Next week's Activities

Supervisor's Comment On Student's Progress:

Student's Signature :

Supervisor's Signature :

Date :