# Student’s Responsibility

It is the student’s responsibility to take notes of the meeting and forward them to the supervisor in a timely manner.

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| **Student:** |  | **Supervisor:** |  |

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| **Programme:** |  |
| **Date:** |  |

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| **Key Points Discussed (must include timetable for research and training record):** |
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| **Action items for Student:** |
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| **Action items for Supervisor:** |
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| **Date of next meeting:** |  |

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| **Issues requiring immediate attention:** |
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