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|  | **FINAL YEAR PROJECT Weekly MEETING LOG** |

 **FEST Research Group**

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| **S.No** | **Student ID:** | **Student Name:** | **Attendance** |
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**MEETING DETAILS (to be completed by student):**

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| --- | --- | --- | --- |
| **Date** |  | **Time** |  |
| **Meeting No** |  | **Next Meeting** |  |
| **As Scheduled** | Yes  No | **Mode of Meeting** | Face-to-face  Virtual |
| **Supervisor** |  | | |
| **Project Title** |  | | |

**DISCUSSION DETAILS:**

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| **A. Brief description of work done since last meeting (to be completed by student)** |
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| **B. Agreed tasks for next meeting (to be completed by student)** |
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| **C. Problems / Challenges encountered (to be completed by student)** |
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| **D. Supervisor’s comments (to be completed by supervisor)** |
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