



COMSATS University Islamabad

Department of Computer Science
Final Year Project – Minutes of Meeting
Fortnightly Progress Report

SECTION -1 (to be completed by the STUDENT prior to meeting)	
Title of Project:	
Students' Names: 1.	Supervisor Name:
2.	
3.	
Date:	Date of previous meeting:
Work undertaken since last meeting/ Last milestone achieved:	
Issues/progress you would like to discuss in this meeting:	
SECTION -2 (to be completed by the SUPERVISOR at the time of meeting)	
Work student should undertake between now and next meeting(next meeting agenda points):	
SECTION -3	
Date of next meeting:	Student (Team Leader):
Signatures:	Supervisor: