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| **School of Computing, Creative Technologies and Engineering 2024/25**  **Level 6 Production Project** | | | |
| **MEETING RECORD SHEET:** | | | **Meeting**  **Number: 4** |
| **Student: Sameer Basnet** | | **Student I.D.: 77356702** | |
| **Date of Meeting:04-25-2025** | | **Supervisor:** **Mr. Suramya Sharma Dahal** | |
| **Actions agreed at previous meeting (completed or comment):** | | | |
| **1** | Complete the previous week agreed action up to Wednesday. **◻** | | |
| **2** | Try to complete the project development up to next week. **◻** | | |
| **3** | Start working on project report too. **◻** | | |
| **4** | **◻** | | |
| **5** | **◻** | | |
| **6** | **◻** | | |
| **Comments of student (if any):**  Completed all tasks as agreed. | | | |
| ***ABOVE here*** *– student to complete before Meeting with supervisor.* ***BELOW here*** *– complete at the Meeting.* | | | |
| **Next meeting** (date/time)**:05-06-2025** | | | |
| **Agreed Actions to complete before next meeting:** | | | |
| **1** | Finish final draft of the report. | | |
| **2** |  | | |
| **3** |  | | |
| **4** |  | | |
| **5** |  | | |
| **6** |  | | |
| **Comments of supervisor (if any):**  ………………………………………………………………….…………………………………………………………………….................  ………………………………………………………………….…………………………………………………………………….................  ………………………………………………………………….…………………………………………………………………….................  ………………………………………………………………….…………………………………………………………………….................  ………………………………………………………………….…………………………………………………………………….................  ………………………………………………………………….…………………………………………………………………….................  ………………………………………………………………….…………………………………………………………………….................  ………………………………………………………………….…………………………………………………………………….................  ………………………………………………………………….……………………………………………………………………................. | | | |

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