**FORM B**

**COMPUTING HONOURS PROJECT (COMP10034)**

**MANAGEMENT MEETING MINUTES AND PLAN**

*(To be completed* ***after*** *the scheduled meeting)*

**Student: Wiliam Taylor Supervisor: Paul Keir**

**Meeting Number: 7 Date/Time: TBD**

**MINUTES**

The following tasks and issues were discussed and specific actions agreed:

1. Presentation was good, well written and well presented
2. Discussed other points to put in the first report draft

**PLAN**

The following tasks and timelines have been agreed both for the next month and beyond:

* Get first draft done and submitted early
* Make sure I don’t rush the final presentation
* Be clear and energetic during presentation