**FORM B**

**COMPUTING HONOURS PROJECT (COMP10034)**

**MANAGEMENT MEETING MINUTES AND PLAN**

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

**Student: Supervisor:**

**Meeting Number: Date/Time:**

**MINUTES**

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

1. ..
2. ..
3. ..
4. ..
5. ..
6. ..

**PLAN**

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

For the next month:

* ..
* ..
* ..
* ..

Beyond the next month

* ..
* ..
* ..
* ..