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| --- | --- |
| Module Code & Title: <insert here> | |
| Project Title: | |
| Client / Company Name: | |
| Academic Supervisor (AS): | **Number of meetings held with AS:** |
| Start date of work: | **End date:** <insert agreed end date> |
| If externally placed, agree a ‘Date of Visit ‘ with your AS and inform the date: < Insert the date> | |
| Names of Team Members: | |

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| --- | --- | --- |
|  | Status of Submission on Weblearn (YES/NO) | Date(s) of Submission |
| Learning Agreement |  |  |
| Weekly logs |  |  |

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| --- | --- | --- | --- | --- | --- |
| List of talks undertaken by you  (e.g. Design company logo; Design and implement Login verification function etc.) | Time spent on each task (hours) | Progress status: (Not started / Ongoing / Complete) | Did you meet client’s expectations? (Yes/No) | Indicate the Learning Outcome(s) you have met? | Your comment |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
|  |  |  |  |  |  |