**CE901 (MSc Final Project): Template for Minutes of Meetings**

(all text boxes will automatically re-size, according to the amount of text entered)

Date & time of meeting: 16th July, 2021

Place of meeting: Zoom Meeting

Student present:

* Kazeem Shitu

Name of Project Supervisor for this meeting:

Dr Renato Cordeiro de Amorim

Name of secretary for this meeting:

Kazeem Shitu

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)?

* All facts and requirement were accomplished from the last meeting

List any corrections of matters of fact here:

* Supervisor reviews chapter three and chapter four.
* Supervisor advises student on what the examiners are looking out for.

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.

* Individual responsibility has been assigned in this meeting

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given:

* Individual responsibility has been fulfilled in this meeting.

New matters discussed:

* Start working on your conclusion
* Your word count has exceeded 10,000. Check your handbook for the maximum number of words in a dissertation.

Issues/problems to be reported to project supervisor:

* None

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list*:

* None

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:

* Next Meeting:30th of July 2021
* Supervisor: Amorim, Renato.
* Secretary: Kazeem Shitu