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

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Date & time of meeting: 2nd 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 one and chapter two.
* Supervisor was able to make the necessary changes and format that are likely to improve student score.

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 chapter three (methodology) and four (research) of your writeup.

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:16th of July 2021
* Supervisor: Amorim, Renato.
* Secretary: Kazeem Shitu