

Logbook for Final Year Project



Name :

Student ID :

Supervisor :

College Portal [<http://coit.uniten.edu.my>]
Project Portal [<http://sephiroth/spmsv2>]

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Notes On Use Of The Project Logbook

1. The student and supervisor must arrange regular supervisory meetings to review progress and make plans for the project. It is the purpose of the Project Logbook to document these meetings and therefore build up a record of the student's progress throughout the project.
2. The student should prepare for the supervisory meeting by deciding which questions he or she needs to ask the supervisor and what progress has been made since the last meeting (if applicable) and noting these in the relevant sections of the sheet, effectively forming an agenda for the meeting.
3. The business of the meeting should be noted briefly as items in the relevant section of the sheet. There will be one sheet for each supervisory meeting and the actions on the student (and perhaps the supervisor) which should be carried out before the next meeting should be noted briefly in the relevant section of the sheet.
4. The Project Logbook is one of the deliverables of the final year project and is an important record of the student's organisation and learning experience. The student should ensure that it is handed in at the end of the semester to their supervisor, with sheets dated and signed to show a consistent record of the supervisory meetings.

Personal Record of Student

Name	
Matric No	
IC / Passport No	
Nationality	
Current Address	
Contact Number (House)	
Contact Number (Mobile)	
Email	
Semester Taking Project I	
Semester Taking Project II	
Supervisor	
Examiner	

Attendance to:

(1) Briefing or Training related to Project 1 and Project 2

(2) Meeting with examiner

[illegible]

Project I

Date:

Meeting 1

Focus of Discussion:

Supervisor's Comment On Student's Progress:

**Student's
Signature :**

**Supervisor's
Signature:**

Date :

Meeting 2
Focus of Discussion:

Supervisor's Comment On Student's Progress:

**Student's
Signature :**

**Supervisor's
Signature & Date:**

Date :

Meeting 3
Focus of Discussion:

Supervisor's Comment On Student's Progress:

**Student's
Signature :**

**Supervisor's
Signature & Date:**

Date :

Meeting 4
Focus of Discussion:

Supervisor's Comment On Student's Progress:

**Student's
Signature :**

**Supervisor's
Signature:**

Date :

Meeting 5
Focus of Discussion:

Supervisor's Comment On Student's Progress:

**Student's
Signature :**

**Supervisor's
Signature :**

Date :

Meeting 6

Student's Overall Summary Of The Project

Supervisor's End Of The Semester Comment On The Overall Progress Of The Student

**Student's
Signature :**

**Supervisor's
Signature :**

Project II

Date:

Meeting 1

Focus of Discussion:

Supervisor's Comment On Student's Progress:

**Student's
Signature :**

**Supervisor's
Signature :**

Date :

Meeting 2
Focus of Discussion:

Supervisor's Comment On Student's Progress:

**Student's
Signature :**

**Supervisor's
Signature :**

Date :

Meeting 3
Focus of Discussion:

Supervisor's Comment On Student's Progress:

**Student's
Signature :**

**Supervisor's
Signature :**

Date :

Meeting 4
Focus of Discussion:

Supervisor's Comment On Student's Progress:

**Student's
Signature :**

**Supervisor's
Signature :**

Date :

Meeting 5
Focus of Discussion:

Supervisor's Comment On Student's Progress:

**Student's
Signature :**

**Supervisor's
Signature :**

Date :	
Meeting 6 <u>Student's Overall Summary Of The Project</u>	
<u>Supervisor's End Of The Semester Comment On The Overall Progress Of The Student</u>	
Student's Signature :	Supervisor's Signature :