

Meeting logbook Entry Sheet

BSc. Project Logbook

Student Name: Shelika Rai

LMU ID: 23056763

Meeting No: 9

Start Time: 10: 00 AM

Date: 2025/12/28

End Time: 12:30 PM

Items Discussed:

1. The supervisor went through my interim draft report and gave clear feedback on the content, structure, and areas that needed improvement.
2. The Trello board was reviewed to check task progress and ensure the project plan was on track.

Achievements:

The interim draft report was checked, and confusing parts were explained through discussion. Guidance was given on what content to focus on and how to manage the headings properly.

Problems:

The interim report was longer than the required word limit, and some sections were unclear and needed to be reorganized and explained more clearly.

Tasks for the Next Meeting:

1. Shorten and refine the report by removing unnecessary content so it meets the required word limit.
2. Update the Trello board to show the revised tasks and current progress.

Internal Supervisor Name: Amit Shrestha

External Supervisor Name: Niroj Shankhadev

Student Signature

Internal Signature

External Signature

