**FYRP Activity 2.2  
Supervision meeting agreement Supervisor : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. How often will you meet?

*[e.g. every week on Tuesday @ 2:30pm]*

1. Do you have to meet face-to-face, or can it be over the phone, or on Skype?
2. Will you meet one-on-one, or with other students?
3. How long before each meeting do you need to confirm when and where you’ll meet?

*[e.g. email Monday COB]*

1. How will we record the content of each meeting, and make sure everyone has a copy?

*[e.g. students in the group take turns recording meeting events in the meeting register, then email it around]*

1. Do you need an agenda for each meeting?
   1. If so, is it the supervisor or the student who writes the agenda?
   2. How long before each meeting will the agenda have to be shared?
2. If tasks have to be completed by the next meeting, when do they have to be completed by?

*[e.g. email Monday COB]*

1. Any other issues?

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_

Students’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_