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| **Student’s name: Lee Kang Wenn** | | **Report No. :** |
| **Date of the meeting (dd/mm/yy):** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **to** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Venue :** | **Other Attendees:** | |
| **Mode of meeting** (circle): Face to face / email / video conference / others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Date & time of next meeting:** | | |
| **1. Issues discussed (progress made)** | | |
| *Provide a brief description of all the progress you have made. All related deliverables e.g. DFD, ERD etc should be attached.* | | |
| *You should also state the issues you have discussed with your lecturer during the meeting. E.g. a plan, comments by the supervisor, etc.* | | |
| **2. Action to be Taken** | | |
| *Provide a to-do-list to take action against the issues discussed above, and action for next progress.* | | |
| **3. Discussion** | | |
| **a. Problems Encountered** | | |
| *You may describe problems you have encountered while doing the project and reasons for delay.* | | |
| **b. Steps to Resolve the Problems** | | |
| *Provide information on how to resolve the problems above. If the problems could not be solved, provide the reasons why.* | | |
| **3. Appendices** | | |
| *Attached any appendices (if any) e.g. brochures, company information, questionnaires etc.* | | |
| To be filled by supervisor during the meeting. Please tick (√ ) one.  Student’s punctuality: On time Late  Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |