**FORM A**

**COMPUTING HONOURS PROJECT (COMP10034)**

**PROGRESS AND FEEDBACK MEETING AGENDA**

*(To be completed* ***before*** *the scheduled meeting)*

**Student: Kyle Christie Supervisor: Paul Keir**

**Meeting Number: 5 Date/Time: 2/3/23 @ 1400**

**PROGRESS**

Over the last month, the following tasks have been completed:

* Project presentation
* Continuing of dissertation writing

The following tasks identified last month have not been completed or problems/issues have emerged that require attention:

* N/A

**AGENDA FOR FORMAL MEETING (Example)**

1. Discussion of presentation, marking & feedback (22/2/23)
2. Showcase of work undertaken since last meeting (2/2/23) – Effectively rounding out Lit. review, added in summary to bring points together
3. Discussion on next major milestones – Completing final project report, carrying out any further research as required. (Was noted through presentation that development is effectively complete and that final report now takes precedence)
4. Any further business.
5. Discuss next meeting date.