**Graduate Capstone Projects/ Thesis**

**Record of Mentorship Meetings**

Please complete as required:

|  |  |
| --- | --- |
| **Academic Session:** | **2022/2023** |
| **Candidate Name:** | **Hassan**, Malik Umar |
| **Supervisor Name:** | **Dr. Yannis**, |
| **Degree Programme Name:** | MS Data Analytics |
| **Cohort** | 7 |
| **Capstone Proposal Submission Date** | 23 May 2022 |
| **Capstone Project Submission Date** | 4-12 Dec |
| **Dissertation Topic:** | NLP |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Meeting Date:** | **Meeting Duration:** | **Meeting Format:** |
|  | | | |
| *0\** | DD / MM / YYYY | 06/09 | / |
| *1* | DD / MM / YYYY |  | / |
| *2* | DD / MM / YYYY |  | / |
| *3* | DD / MM / YYYY |  | / |
| *4* | DD / MM / YYYY |  | / |
| *5* | DD / MM / YYYY |  | / |
|  | | | |
| \*If applicable –  e.g. for project proposal meeting | | approximate minutes | e.g. One-to-One / Skype; Group / Teams;  One-to-One / Office; etc. |

A copy of this form should be made available to the supervisee.

After each meeting, the **mentee should complete** the meeting record in the relevant boxes and return to the mentor.

The **mentor should agree, or amend and then agree** the record with supervisee.

Both mentor and mentee should keep a copy of the record and of any communications detailing the negotiated agreement.

The meeting record should be contained within this single document/file (whether electronic or paper).

Sections for recording begin on next page:

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING 0 – (A meeting to discuss capstone proposal ideas and mentor assignment)** | | | |
|  | | | |
| *Topics discussed (optional):* | | | |
| *Action Agreed:* | | | |
| *Other comments (Optional):* | | | |
| *Signed / Initials* ***(Mentee****)* | *Date:*  DD/MM/YYYY | *Signed/Initials (Mentor)* | *Date:*  DD/MM/YYYY |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING 1** | | | |
|  | | | |
| *Topics discussed (optional):* | | | |
| *Action Agreed:* | | | |
| *Other comments (Optional):* | | | |
| *Signed / Initials (****Mentee****)* | *Date:*  DD/MM/YYYY | *Signed/Initials (Mentor)* | *Date:*  DD/MM/YYYY |

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| --- | --- | --- | --- |
| **MEETING 2** | | | |
|  | | | |
| *Topics discussed (optional):* | | | |
| *Action Agreed:* | | | |
| *Other comments (Optional):* | | | |
| *Signed / Initials (****Mentee****)* | *Date:*  DD/MM/YYYY | *Signed/Initials (****Mentor****)* | *Date:*  DD/MM/YYYY |

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| --- | --- | --- | --- |
| **MEETING 3** | | | |
|  | | | |
| *Topics discussed (optional):* | | | |
| *Action Agreed:* | | | |
| *Other comments (Optional):* | | | |
| *Signed / Initials (****Mentee****)* | *Date:*  DD/MM/YYYY | *Signed/Initials (Mentor)* | *Date:*  DD/MM/YYYY |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING 4** | | | |
|  | | | |
| *Topics discussed (optional):* | | | |
| *Action Agreed:* | | | |
| *Other comments (Optional):* | | | |
| *Signed / Initials (****Mentee****)* | *Date:*  DD/MM/YYYY | *Signed/Initials (****Mentor****)* | *Date:*  DD/MM/YYYY |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING 5** | | | |
|  | | | |
| *Topics discussed (optional):* | | | |
| *Action Agreed:* | | | |
| *Other comments (Optional):* | | | |
| *Signed / Initials (****Mentee****)* | *Date:*  DD/MM/YYYY | *Signed/Initials (Mentor)* | *Date:*  DD/MM/YYYY |

**Please ensure that both SUPERVISEE and MENTOR have a copy of the final meetings record**

**either electronically or as a paper copy.**