

Meeting #    Date:    Time:    Duration:    Meeting called by:    Minutes Taker:

				Advisor	Students	
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Attendees:

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Briefly summarize the main discussions during the meeting:

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Briefly summarize the conclusions drawn regarding the above-mentioned discussions:

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Enumerate the assigned tasks by the FYP advisor for each student + the deadline for delivery:

Assigned Task / Per Student	Name of the Student	Deadline