## Faculty of Engineering and Informatics

**Department of Computer Science**

## Final Year Project

## Meeting Minutes with Your Supervisor

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| **Date and Time: 07/10/2019** |
| **Place: Supervisor Office** |
| **Present: YES** |
| **Absent:** |

**Record of discussion held, and decisions made:**

|  |
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| Talking about what is to be done for the next meeting which is in two weeks’ time. Background research needs to be done. |

**Work to be done:**

|  |  |
| --- | --- |
| **Task ID** | **Description of Task** |
| Research | Do some background research on the proposal, see if there is any apps out there and what makes them good |

**Report back on work done since previous meeting:**

|  |  |
| --- | --- |
| **Task ID** | **Work done** |
| Background Research | Some background research done on the proposal |

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| **Date and Time: 21/10/2019** |
| **Place: Supervisor Office** |
| **Present: YES** |
| **Absent:** |

**Record of discussion held, and decisions made:**

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| Background research document was not structured correctly |

**Work to be done:**

|  |  |
| --- | --- |
| **Task ID** | **Description of Task** |
| Interim Report | A report to be created following the structure provided to me |

**Report back on work done since previous meeting:**

|  |  |
| --- | --- |
| **Task ID** | **Work done** |
| Interim Report | A report has been created by following the structure that was provided to me |