**Outcome of the weekly project meeting (CEN ………...)**

Name of the student ………………………………….. ID………………………………

Name of the student ………………………………….. ID………………………………

Name of the supervisor (s) ……………………………………………………………………………………………………………………..

Date of the meeting………………………………

Title of the project…………………………………………………………………………………………………………………………………..

**Checklist for the progress report**

* Have the allocated tasks been satisfactory completed? **Yes** □ **No** □
* Has the team work activity been implemented in this part of the task? **Yes** □ **No** □
* Have the collected references been useful in the development of this design task? **Yes** □ **No** □
* Has the design log book been checked by the supervisor(s) and includes the detailed

design steps for the task suggested since the last meeting? **Yes** □ **No □**

**Summary of the overall achievements accomplished by the students since the last meeting.**

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**Summary of the tasks that students need to complete for the next meeting scheduled to be on …………………………………**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

**Reminder: It is the responsibility of the supervisors to collect all the weekly project reports and present them together with the log book to the examiners’ panel at the oral examination for the evaluation purpose. These documents are then submitted to the Department’s secretary for compilation purpose.**

We (all the participants) in today’s meeting have read and fully understood the contents of this weekly project meeting report.

**Name and Signature of the supervisor(s)**

Name …………………………………………………. Signature……………………………………………………….

Name …………………………………………………. Signature……………………………………………………….

**Name and Signature of the students(s)**

Name …………………………………………………. Signature……………………………………………………….

Name …………………………………………………. Signature……………………………………………………….