



Final Year Project Meeting Diary

Meeting 1 - Date: _____

Description of topics discussed: _____

Next steps – expected deliverables: _____

Next meeting - Date: _____

Supervisor's Name & Signature

Student's Name & Signature



Meeting 2 - Date: _____

Description of topics discussed: _____

Next steps – expected deliverables: _____

Next meeting - Date: _____

Supervisor's Name & Signature

Student's Name & Signature



Meeting 3 - Date: _____

Description of topics discussed: _____

Next steps – expected deliverables: _____

Supervisor's Name & Signature

Student's Name & Signature
