



Project Log File

Student's Name: Date: Meeting No:

Project Title: Intake No:

Supervisor's Name: Supervisor's Signature:

Items for Discussion (noted by Student before mandatory supervisory meeting):

- 1.
- 2.
- 3.
- 4.

Record of discussion (noted by Student during before mandatory supervisory meeting):

- 1.
- 2.
- 3.
- 4.

Action List(to be attempted or completed by Student by the next mandatory supervisory meeting):

- 1.
- 2.
- 3.
- 4.

Note: A student should make an appointment to meet his/her supervisor (via the consultation system) at least ONE (1) week prior to a mandatory supervisor session – please see document on project timelines. In the event a supervisor could not be booked consultation, the project manager should be informed ONE (1) week prior to the session so that a meeting can be subsequently arranged.