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**School of Computer Science**

**Academic Project Log Sheet**

Notes on use of the project log sheet:

1. Student is required to record weekly Industrial Project Log Sheet, with sheets dated and numbered consecutively.
2. The student should prepare for the coaching sessions by deciding which question(s) he or she needs to ask the industry coach and what progress has been made (if any) since the last session and noting these in the relevant sections of the form, effectively forming an agenda for the session.
3. A log sheet is to be brought by the STUDENT/GROUP to each coaching session.
4. The actions by the student (and, perhaps the industry coach), which should be carried out before the next session should be noted briefly in the relevant sections of the form.
5. It is recommended that students bring along log sheets of previous meetings during each coaching session.
6. The log sheet is an important deliverable to record a student’s organisation and learning experience.

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Student(s) name: ……………………………………………....................... Date: ………………………. Meeting No:

Project Title: …………………………………………….......................…………………………………………….......................

Academic Supervisor’s Name: …………………………………...................…………… Signature: ……………………….

Items for discussion (noted by student before supervisory session):

Record of discussion (noted by student during supervisory session):

Action List (to be attempted or completed by student by the next supervisory session):

*Note: A student MUST make an appointment to meet his or her supervisor. In the event where a student could not secure an appointment (despite repeated attempts), the academic supervisor must be informed so that a meeting can be subsequently arranged. Under NO situation should a student miss a weekly appointment with the supervisor except during exceptional circumstances.*

* *Each group must meet the coach MINIMUM TEN (10) meetings in a semester*