

Form 6

PROJECT PROGRESS LOG

Student's Name:

Reg No:

Department:

Project title:

Project scope:

Project plan (or Mile stone):

WEEK 1

| Meetings No. | Date | Topics/Themes Discussed | Tasks to be undertaken | Supervisor's Initials | Student's Initials |
|---------------------|-------------|--------------------------------|-------------------------------|------------------------------|---------------------------|
| Day 1 | | | | | |
| Day 2 | | | | | |
| Day 3 | | | | | |
| Day 4 | | | | | |
| Day 5 | | | | | |
| Day 6 | | | | | |

WEEK 2

| Meetings No. | Date | Topics/Themes Discussed | Tasks to be undertaken | Supervisor's Initials | Student's Initials |
|---------------------|-------------|--------------------------------|-------------------------------|------------------------------|---------------------------|
| Day 1 | | | | | |
| Day 2 | | | | | |
| Day 3 | | | | | |
| Day 4 | | | | | |
| Day 5 | | | | | |
| Day 6 | | | | | |

WEEK 3

| Meetings No. | Date | Topics/Themes Discussed | Tasks to be undertaken | Supervisor's Initials | Student's Initials |
|---------------------|-------------|--------------------------------|-------------------------------|------------------------------|---------------------------|
| Day 1 | | | | | |
| Day 2 | | | | | |
| Day 3 | | | | | |
| Day 4 | | | | | |
| Day 5 | | | | | |
| Day 6 | | | | | |

WEEK 4

| Meetings No. | Date | Topics/Themes Discussed | Tasks to be undertaken | Supervisor's Initials | Student's Initials |
|---------------------|-------------|--------------------------------|-------------------------------|------------------------------|---------------------------|
| Day 1 | | | | | |
| Day 2 | | | | | |
| Day 3 | | | | | |
| Day 4 | | | | | |
| Day 5 | | | | | |
| Day 6 | | | | | |