

PPDS PORTFOLIO MEETING LOG

Purpose of this log is to make sure that students complete the tasks within the stipulated time. Students are expected to meet their supervisors at least every 6 months. Supervisors will record the following at each meeting with the students;

1. Date of the meeting
2. Task completed within the previous 6 months
3. Any other comment/s

If a student cannot meet the supervisor within the given timeframe, student should inform it to the Coordinator for PPDS.

Batch:

Name of the Student:

Registration number:

Name of the portfolio supervisor:

MEETING LOG

PHASE 1	
First meeting with the supervisor	
Date of the meeting	
Tasks completed	Comments
Signature of the supervisor	
If unable to meet the supervisor within the given timeframe please mention the reason:	
Signature of the Coordinator for PPDS	
Date:	

Second meeting with the supervisor	
Date of the meeting	
Tasks completed:	Comments:
Signature of the supervisor	
If unable to meet the supervisor within the given timeframe please mention the reason:	
Signature of the Coordinator for PPDS	
Date:	
Third meeting with the supervisor	
Date of the meeting	
Tasks completed:	Comments:
Signature of the supervisor	
If unable to meet the supervisor within the given timeframe please mention the reason:	
Signature of the	

Coordinator for PPDS	
Date:	
PHASE 2	
Fourth meeting with the supervisor	
Date of the meeting	
Tasks completed:	Comments:
Signature of the supervisor	
If unable to meet the supervisor within the given timeframe please mention the reason:	
Signature of the Coordinator for PPDS	
Date:	
Fifth meeting with the supervisor	
Date of the meeting	
Tasks completed:	Comments:
Signature of the supervisor	
If unable to meet the supervisor within the given timeframe please mention the reason:	

Signature of the Coordinator for PPDS		
Date:		
Sixth meeting with the supervisor		
Date of the meeting		
Tasks completed:		Comments:
Signature of the supervisor		
If unable to meet the supervisor within the given timeframe please mention the reason:		
Signature of the Coordinator for PPDS		
Date:		
Seventh meeting with the supervisor		
Date of the meeting		
Tasks completed:		Comments:
Signature of the supervisor		

If unable to meet the supervisor within the given timeframe please mention the reason:

Signature of the
Coordinator for PPDS

Date: