Report

***Student name(s)***

***(Provisional) thesis title***

*Date, place and time of the meeting*

Actions to be taken by the students

* *What was decided during the meeting concerning actions you will do to achieve your short-term planning*

Evaluation previous short-term planning

* *List causes for the work that was not done according to the planning and decisions taken at the meeting (to be done asap / replace by … / look for alternatives /…)*

Problems and proposed solutions

* *List the problems that were discussed and the solution which was decided upon (+reasoning).*

Actions to be taken by the counsellor

Short-term planning (next two weeks)

Long-term goals

Additional questions

Date for the next meeting: