Agenda

***Student name(s)***

***(Provisional) thesis title***

*Date, place and time of the meeting*

Evaluation previous short-term planning

* *Copy the previous short-term planning and indicate what was actually achieved.*
* *Additional and unplanned work you have executed should be listed too.*

Problems and proposed solutions

* *List any problem you’ve run into and either list possible solutions or explain what you already did to solve the issue.*

Logbook update

* *List date and action performed/problem encountered on set-up*
* *Add more detailed information to SharePoint STFES*

Actions to be taken by the counsellor

Short-term planning (next two weeks)

Long-term goals

Additional questions

Date for the next meeting: