**GPC-03: Graduation Project - Biweekly Meeting Report**

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| **Project Title** |  | | |
| **Date** |  | **Time** |  |

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| **Major tasks performed in the past two weeks (**preferably as bulleted items**)** |
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| **Pending tasks (**or unresolved issues**) from the past weeks, if any** |
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| **Agreed tasks planned for the next two weeks** | **Student assigned to the tasks** |
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| --- | --- | --- | --- | --- |
| **Student’s Name** |  |  |  |  |
| **Signature** |  |  |  |  |

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| **Summary of the discussions in the meeting (**including supervisor’s comments**)** |
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| **Supervisor** |  | **Signature** |  |

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| **Note: This report has to be submitted to the Graduation Project Coordinator by the Supervisor on a bi-weekly basis.** |