

## Appendix B – Faculty Advisor Meeting Log Sheet

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Project Title \_\_\_\_\_

<b>Students &amp; Logbooks:</b>			
<i>Student Name1</i>	<i>Student Name2</i>	<i>Student Name3</i>	<i>Student Name4</i>
Present at Meeting Logbook Checked	Present at Meeting Logbook Checked	Present at Meeting Logbook Checked	Present at Meeting Logbook Checked
Comments:	Comments:	Comments:	Comments:

<b>Planning / Gantt Chart:</b>
Checked by Faculty Advisor Updated since last meeting
Comments:

<b>Outstanding Issues and Comments:</b>