

## Meeting Five

**Date:**

**Student Name:**

**Supervisor Name:**

Items you should have completed before you meet with your Supervisor:

- ☐ Complete your **product/ outcome**
- ☐ Review **draft report** for criteria A, B and C based on feedback from your supervisor
- ☐ Continue to keep your **process journal** up to date.

<b>Questions</b>	<b>Student Responses</b>
<b>What have you completed since your last meeting?</b>	<i>Type response:</i>
<b>Show your supervisor the evidence of your final product.</b>	<i>Insert photos/screenshots</i>
<b>What feedback does your supervisor have for the final product?</b> <i>Does it look complete? Is there work that still needs to be done? Is this the best way to show your final product? Will you need to retake/edit the photos/screenshots or video?</i>	<i>Type response:</i>
<b>What feedback have you received on the report?</b> <i>Is the progress good? Is the evidence appropriate? Does the report cater to the needs of each strand?</i>	<i>Type response:</i>
<b>What does your supervisor think about your progress so far?</b> <i>They will mark 'Excellent', 'On-Track' or 'Concern' on Managebac.</i> <i>If your supervisor has you down as a 'concern', what do you need to do to improve before your next meeting?</i>	<i>If marked as a 'Concern' - add your next steps here:</i>
<b>With your supervisor, decide on your next</b>	<b>1.</b>

<b>steps.</b> <ul style="list-style-type: none"> <li>• <i>When will you next meet?</i></li> <li>• <i>Are there any final things you need to do for your product/outcome?</i></li> <li>• <i>Is your Process Journal 100% up to date?</i></li> <li>• <i>What else do you need to do before your next meeting?</i></li> </ul>	2. 3. 4.
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TO DO		
<u>Student</u>	Upload a PDF of these meeting notes and photographs/screenshots of your product so far to ManageBac - <b>workspace - project documents</b>	
<u>Supervisor</u>	Please <b>mark your student's progress</b> as 'Excellent', 'On-Track' or 'Concern' on Managebac.	
NEXT UPCOMING STEPS		
	<p><b>Action steps:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Complete first draft of <b>report</b></li><li><input type="checkbox"/> Continue to keep your <b>process journal</b> up to date.</li></ul>	

Adapted from Excited Educator