



PART 3:

PROGRESS REPORT



PART 3: PROGRESS REPORT

3.1 Guidelines

The Final Year Project (FYP) is one of the most important phases of completing the undergraduate studies. Students of Malaysian Institute of Information Technology, Universiti Kuala Lumpur (MIIT UniKL) are required to take up a project, whereby:

- i. Degree Programs – over a period of two (2) semesters or approximately 28 weeks

The log book is regarded as a project-tool to show the progress of the project undertaken. All students are required to have face-to-face meetings with their respective supervisors to validate their progress, and to get back the comments and feedbacks for correction and improvements. Therefore, the log book is expected to assist and facilitate both parties to keep in touch with the overall development of a project.

The log book is basically divided into 2 sections:

- i. Summary of Meetings

This provides quick information on the number of times the students have met their supervisors. Besides, both parties would be able to compare the current and expected stage of progress. The stages are:

- (a) Chapter I : Introduction
- (b) Chapter II : Literature Review
- (c) Chapter III : Methodology
- (d) Chapter IV : Prototyping/Product Development
- (e) Chapter V : Testing and Results
- (f) Chapter VI : Conclusion and Suggestion

- ii. Details of Meetings

This will provide the complete notes by students on the progress made by them and at the same time get the comments and feedbacks from their respective supervisors. All other activities related to the FYP such as corrections and amendments, submission of documents (softcopy or hardcopy) and seminar presentations should also be recorded in the log book.

IMPORTANT!

All students are required to meet their supervisors at least SIXTH (6) times per semester.



3.3 Details of Meetings (Student's Log)

| | | | |
|--------------------|---|--------------|--|
| Semester: | | Week: | |
| Meeting No: | 1 | Date: | |

| Progress (by Student) | |
|--------------------------|--------------------|
| | |
| Comments (by Supervisor) | Signature and Name |
| | |



| | | | |
|--------------------|---|--------------|--|
| Semester: | | Week: | |
| Meeting No: | 2 | Date: | |

| Progress (by Student) | |
|--------------------------|--------------------|
| | |
| Comments (by Supervisor) | Signature and Name |
| | |



| | | | |
|--------------------|---|--------------|--|
| Semester: | | Week: | |
| Meeting No: | 3 | Date: | |

| Progress (by Student) | |
|--------------------------|--------------------|
| | |
| Comments (by Supervisor) | Signature and Name |
| | |



| | | | |
|--------------------|---|--------------|--|
| Semester: | | Week: | |
| Meeting No: | 4 | Date: | |

| Progress (by Student) | |
|--------------------------|--------------------|
| | |
| Comments (by Supervisor) | Signature and Name |
| | |



| | | | |
|--------------------|---|--------------|--|
| Semester: | | Week: | |
| Meeting No: | 5 | Date: | |

| Progress (by Student) | |
|--------------------------|--------------------|
| | |
| Comments (by Supervisor) | Signature and Name |
| | |



| | | | |
|--------------------|---|--------------|--|
| Semester: | | Week: | |
| Meeting No: | 6 | Date: | |

| Progress (by Student) | |
|---------------------------------|---------------------------|
| | |
| Comments (by Supervisor) | Signature and Name |
| | |



| | | | |
|--------------------|--|--------------|--|
| Semester: | | Week: | |
| Meeting No: | | Date: | |

| Progress (by Student) | |
|--------------------------|--------------------|
| | |
| Comments (by Supervisor) | Signature and Name |
| | |



3.4 Details of Meetings (Supervisor's Log)

| | Meeting #1 | Meeting #2 | Meeting #3 | Meeting #4 | Meeting #5 | Meeting #6 |
|-----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Complete Tasks: | Complete Tasks: | Complete Tasks: | Complete Tasks: | Complete Tasks: | Complete Tasks: |
| Students A | | | | | | |
| | Incomplete Tasks: | Incomplete Tasks: | Incomplete Tasks: | Incomplete Tasks: | Incomplete Tasks: | Incomplete Tasks: |
| | | | | | | |
| | Next Tasks: | Next Tasks: | Next Tasks: | Next Tasks: | Next Tasks: | Next Tasks: |
| | | | | | | |
| Marks Collected | | | | | | |

3.4 Rubrics of Progress Report (refer Appendix 2)

