# BBA THESIS MEETINGS RECORD FORM

(For Advisor – To be submitted at the end of the semester)

Name of student: ___________________________ Registration No.: __________

Semester: ___________ Credits Registered: ___________

## Progress and Meeting Record

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<th>Venue</th>
<th>Purpose</th>
<th>Progress and Comments</th>
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(use additional pages if necessary)

To be filled in by Advisor

Name of Advisor: ____________________________________________________________

Topic of Thesis: ____________________________________________________________

Tentative Letter Grade *(Assigned by Advisor)*: ________________________________

*(A+: Excellent; A: V. Good; B+: Good; B/ Satisfactory; C+/C: Not Satisfactory)*

Final grade will be assigned after report presentation.

Comments (if any): ____________________________________________________________

Date & Signature of Advisor

Tentative Letter Grade *(Assigned by Observer)*: ________________________________

(after report presentation – to be filled by Academic Controller)

Date & Signature of Academic Controller

Final Letter Grade Assigned: __________________________________________________

Date & Signature of Program Manager

Please submit this form with copy of final reports in proper format (hard & soft)† by final exam week at the end of the semester

Thesis must be presented in an open forum during final examination week. Advisor must be present.

† 2 reports: long & short (2000-2500 words in IEEE format) and soft copies on disk

For Office Use Only

Appointment Letter __________ (signed)

Report __________ (submitted)

Softcopy (final report) __________ (submitted)

Thesis Honorarium __________ (paid)