

# MBA 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

No.	Date	Venue	Purpose	Progress and Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

*(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.*

† 2reports: 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)