



**CENTRE FOR GRADUATE STUDIES**  
**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**  
**MINUTES OF SUPERVISION**

Summary				
<b>Meeting Topic</b>				
<b>Date</b>		<b>From</b>		<b>To</b>
<b>Location</b>		<b>Note Taker</b>		<b>Duration</b>

Agenda	
Time	Topic

Meeting Notes	
No.	Items
1.	
2.	
3.	
4.	
5.	

Action Items			
No.	Task	Person Responsible	Due Date
1.			
2.			
3.			
4.			
5.			
6.			

Others	
No.	Items
1.	
2.	
3.	

Prepared by:

Verified by:

.....  
 (Student's Name)

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 (Supervisor's Name)