**ENTREPRENEURSHIP - SUPERVISION LOGBOOK**

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| *Entrepreneurship Supervision Supplement to Logbook* | |
| **Role of Supervisor** | The role of the supervisor is to support the students in completing the necessary tasks to satisfy the criteria, guided by the assignment brief and grading rubric. |
| **Purpose of the Logbook** | This logbook has been included to record the supervision time spent on learning and preparation for the assessment to the programme. The logbook should show that 5 hours of supervision were carried out with each group. |
| **Tasks** | The logbook should show that the supervisor and the group have discussed a number of assignment related issues which can include, amongst others:   * Document Layout and Sections * Confirm that everything is included in each section of the Business Plan * Keeping up with the appropriate time frames * Writing of the Business Plan (Assignment) throughout all the stages of the module as per the assignment brief and grading rubric * Sales pitch |
| Discuss group dynamics |
| Each meeting should be finalised by updating the logbook with a very brief summary of progress and issues discussed during the meeting, followed by supervisor recommendations. |
| **Meetings & Communication** | Meetings can be held both in person or online via MS Teams  Communication via email should be through the official MCAST email address |

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| *Entrepreneurship Supervision Task* | |
| **Group Number** |  |
| **Supervisor Name** |  |
| **Student Names** |  |
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**Note**

1. It is the student’s responsibility to ensure that this logbook is correctly documented and maintained, and that Supervisor recommendations and signatures are acquired after each and every meeting.
2. The College reserves the right to not accept the students’ Entrepreneurship project for evaluation if this logbook is not filled in correctly and duly signed by the students and supervisor as indicated. Electronic signatures are acceptable.

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| **Meeting Number : 01** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Supervisor Recommendations** *(Point Form)* | | | |

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| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Supervisor Signature** |
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| **Meeting Number : 02** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Supervisor Recommendations** *(Point Form)* | | | |

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| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Supervisor Signature** |
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| **Meeting Number : 03** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Supervisor Recommendations** *(Point Form)* | | | |

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| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Supervisor Signature** |
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| **Meeting Number : 04** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Supervisor Recommendations** *(Point Form)* | | | |

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| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Supervisor Signature** |
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| **Meeting Number : 05** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Supervisor Recommendations** *(Point Form)* | | | |

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| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Supervisor Signature** |
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| **Meeting Number : 06** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Supervisor Recommendations** *(Point Form)* | | | |

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| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Supervisor Signature** |
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| **Meeting Number : 07** | | **Date of meeting :** | |
| **Start Time \_\_\_\_­­­\_\_\_\_\_\_\_\_** | **End Time \_\_\_\_\_\_\_\_\_\_\_\_** | | **Duration \_\_\_\_\_\_\_\_\_\_\_** |
| **Progress and Issues Discussed at this Meeting** *(Point Form)* | | | |
| **Supervisor Recommendations** *(Point Form)* | | | |

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| **Next Meeting Date** | **Group Leader Signature** *(or designate)* | **Supervisor Signature** |
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