

Faculty of Business Studies

Meeting Report of the Mentor

Date: Time: Meeting Number:

Mentor's Name:

Mentee's Name: Registration No:

Phone Number:

E-mail address:

Degree programme: Year of Study:

Matters discussed:

— Academic Matters

— Infrastructure and Facilities

— Career development

— Health and Financial related issues

— Others Matters

Action taken on previous discussed matters

.....
.....

Proposed actions for today's matters

.....
.....

Mentor's Signature..... Mentee's Signature.....