**Meeting LOG**

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| Research Student Name: | ID Number |
| Supervisor(s): | |

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| Date of Supervisory Meeting: | 15/12/2021 |
| Meeting Number: | 1 |
| Attendees: | Charles, Haixia |
| Brief Summary of Discussion:  I initiated this meeting to get an agenda to complete over Christmas so I could consolidate on what needs to be done for my digital system project.  In this meeting we discussed the aims and objectives of what is going to happen for the rest of my DSP. The current new aim and objective of our DSP is not to make an application for AI but rather a utility tool for researchers to compare and assess the performance between certain Neural networks such as DNN, CRNN and CNN.  This program will be used by users and researchers. Users will only care about the fun side while researchers will care about statistics.  In this meeting we also discussed what should go into the Lit review, methodology  Design such as UML and use cases with users can researchers in mind. | |
| Agreed Actions:  Write literature review, along side requirements for DSP  Write methodology and justify why I have chosen that methodology to construct and build my software.  What should the design cover.  Student signature: …………………………………………….  Supervisor(s) signature: ……………………………………………. | |

**Below are a set of prompts to help you think about what to record**

* Who or what initiated the meeting (you, supervisor(s), draft work, formal monitoring review)?
* Who attended the meeting: where and when was it held?
* What was discussed? (supervision arrangements, progression monitoring, training programme, draft work, research planning, funding application, conference or publishing plans, progression schedule)
* What questions/issues/problems did you raise with your supervisor(s)?
* What questions/issues/problems did your supervisors raise with you?
* What have been your major achievements?
* What are the most interesting papers you have read since the last meeting and why have they been helpful?
* What agreed actions or recommendations resulted from the discussion?
* What arrangements were made for further contacts/meetings?