Template LOG Book group meetings

This is an example of a log book that students can use to track group activity. Any other form of tracking activity is possible as long as this is agreed by the whole group in consultation with the practical project supervisor.

**LOG Book group meetings** BBS3004

Project/ Assignment:

Group:

Group members:

1. Silke Römkens i6325117

2. Bart Bruijnen i6330097

3. Jarne Paar i6318995

4. Cecilia Mantovani i6323828

5. Sabya Sherpa

6. Anne Fleur van Groningen i6315029

**Group meeting 1**

Date: 03-02-2001

Duration meeting: 1 hour

Presence (names): everyone

Absence (names): everyone

Division of tasks

Group leader (name): Bart

Secretary (name): Cecilia

Brainstorm

What has been discussed?

Our planning, scheduling meetings, information about how to download the software, some instructions about R,

Agreements made (plan of action):

Encountered problems and solutions:

**Group meeting 2**

Date:

Duration meeting:

Presence (names):

Absence (names):

Division of tasks

Group leader (name):

Secretary (name):

Brainstorm

What has been discussed?

Agreements made (plan of action):

Encountered problems and solutions:

**Group meeting 3**

Date:

Duration meeting:

Presence (names):

Absence (names):

Division of tasks

Group leader (name):

Secretary (name):

Brainstorm

What has been discussed?

Agreements made (plan of action):

Encountered problems and solutions:

**Group meeting 4**

Date:

Duration meeting:

Presence (names):

Absence (names):

Division of tasks

Group leader (name):

Secretary (name):

Brainstorm

What has been discussed?

Agreements made (plan of action):

Encountered problems and solutions: