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 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, 14.00-15.00

Presence (names): Everyone

Absence (names): -

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):

We agreed on weekly meetings on Tuesdays from 14.30-15.30  
We planned to meet on Wednesday and that everyone installed R, Rstudio and Github and read the two papers about the data.

**Group meeting 2**

Date:05-02-2025

Duration meeting: 2.5 hours, 11.00-13.30

Presence (names): Everyone

Absence (names): -

Division of tasks

Group leader (name): Bart

Secretary (name): Silke

Brainstorm

What has been discussed?

First, we went over the two papers together and what the findings were.   
We connected our Github and put some of the important files in a shared map.  
Bart shared the experiences he already had with R and showed us a little bit about how the program works.   
Bart also shared some of his old files, with the practice exercises

Agreements made (plan of action):

Over the course of the week and weekend, familiarize ourselves with R and look through the introduction file and practice exercises.

**Group meeting 3**

Date: 11-02-2025

Duration meeting: 2.5 hours, 13.00-15.30

Presence (names): Everyone (Jarne online)

Absence (names): -

Division of tasks

Group leader (name): Cecilia

Secretary (name): Anne Fleur

Brainstorm

What has been discussed?

Sabya shared her work on the code she did over the weekend and everyone tried to understand and add stuff where needed.   
We worked on the code together, to try and improve if necessary.  
We had our weekly meeting with our supervisor, went through the code together and got some feedback and help with the lines of code we were unsure about.

Agreements made (plan of action):

Plannend a meeting for the day after, to meet up with eachother again and go over the code step by step so that everyone is up to speeds and knows exactly what is what and what something does.

**Group meeting 4**

Date: 12-02-2025

Duration meeting: 2 hours, 10.30-12.30

Presence (names): Everyone

Absence (names): -

Division of tasks

Group leader (name): Sabya

Secretary (name): Bart

Brainstorm

What has been discussed?

We went over the code, line by line, together to make sure everyone understood.  
We talked about and discussed some potential research questions.  
We look at the explanatory analysis to see if the parameters we chose are actually usable for the report.

Agreements made (plan of action):

Think about research questions and start working on the Midterm Protocol.

**Group meeting 5**

Date: 18-02-2025

Duration meeting: 2.5 hours, 13.00-15.30

Presence (names): Everyone (Jarne and Anne Fleur online)

Absence (names): -

Division of tasks

Group leader (name): Jarne

Secretary (name): Bart

Brainstorm

What has been discussed?

We discussed our ideas about formulating a research question and in which direction we want to go with the research.   
We worked together on the Midterm protocol we have to hand in at the end of the week and had our weekly meeting with our supervisor to ask questions we had about the code and the protocol.

Agreements made (plan of action):

Finish the Mid-term protocol by Thursday.  
Before the meeting next Tuesday we make sure we have done step 5 and 6.

**Group meeting 6**

Date: 18-02-2025

Duration meeting: 1 hour, 10.00-11.00

Presence (names): Everyone (Anne Fleur online)

Absence (names): -

Division of tasks

Group leader (name): Silke

Secretary (name): Cecilia

Brainstorm

What has been discussed?

We finalized the Midterm protocol.

* Division group work:
  + Introduction: Silke & Cecilia
  + Equipment table: Jarne
  + Safety and health risks: Silke
  + Recommendations: Bart & Sabya
  + Procedure to follow: Bart & Sabya
  + Data analysis and statistics: Anne Fleur
  + Format and outline: Everyone

Agreements made (plan of action):

Finish the Mid-term protocol by Thursday.  
Before the meeting next Tuesday, we make sure we have done steps 5 and 6.