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 i6326426

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):

Planned 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):

Work on the code.   
Before the meeting next Tuesday, we make sure we have done steps 5 and 6.

**Group meeting 7**

Date: 25-02-2025

Duration meeting: 1 hour, 12.30-13.30

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

Absence (names): -

Division of tasks

Group leader (name): Cecilia

Secretary (name): Sabya

Brainstorm

What has been discussed?

We went over the code with our supervisor and discussed the plan for the future.   
We talked about how from this point on all 6 of us work on a small different research question looking at different genes, risk factors etc..

Agreements made (plan of action):

We set a meeting for 13-03-2025 to do the analysis and work on the result section together.

**Group meeting 8**

Date: 11-03-2025

Duration meeting: 1 hour, 12.30-13.30

Presence (names): Cecilia, Anne Fleur, Sabya, Jarne, Silke

Absence (names): Bart

Division of tasks

Group leader (name): Jarne

Secretary (name): Silke

Brainstorm

What has been discussed?

We asked our questions we had on the code, the report and the skills clip.   
Anne Fleur and Brian worked together on the Excel file for the gene analysis and DESeq2.

Agreements made (plan of action):

On Thursday we are going to work on the result section and make sure everyone has all the results they need to write the final report.

**Group meeting 9**

Date: 13-03-2025

Duration meeting: 4 hours, 10.00-14.00

Presence (names): Everyone

Absence (names): -

Division of tasks

Group leader (name): Anne Fleur

Secretary (name): Sabya

Brainstorm

What has been discussed?

We are all together working on the project. Cecilia and Bart worked on the plots of the first part of the analysis, the gene expression for samples. Anne Fleur and Sabya worked on the code, the DESeq2 part, for the different individual parameters. Jarne and Silke worked on the DEGs and did the analysis in MOET to search for our genes of interest.

Agreements made (plan of action):

**Group meeting 10**

Date: 14-03-2025

Duration meeting: 1.5 hours, 15:00-16:30

Presence (names): Everyone

Absence (names):

Division of tasks

Group leader (name): Cecilia

Secretary (name): Silke

Brainstorm

What has been discussed?

We talked about the script and about how we wanted our skills clip to look.

Agreements made (plan of action):

We wanted to give feedback over the weekend and book the DIY film studio room for Monday so we could record video’s for the skills clip.

**Group meeting 11**

Date: 17-03-2025

Duration meeting: 4 hours, 11:00-15:00

Presence (names): Bart, Cecilia, Sabya, Jarne, Annefleur

Absence (names): Silke

Division of tasks

Group leader (name): Cecilia

Brainstorm

What has been discussed?

Bart and Cecilia made some changes for script. Annefleur, Jarne and Sabya worked on the presentation slides for the video. We recorded Bart in the videoroom where he read the script.

Agreements made (plan of action):

We divided the tasks for editing the video. Bart and Jarne will edit the video and tomorrow they will show the results.

**Group meeting 12**

Date: 18-03-2025

Duration meeting: 1 hour, 10:00-11:00

Presence (names): Everyone

Absence (names):

Division of tasks

Group leader (name): Bart

Secretary (name): Silke

Brainstorm

What has been discussed?

We viewed the video Jarne edited the night before, made some comments that had to be changed and Cecilia adjusted the presentation slide accordingly.  
Bart showed a function he created to run DESeq for every variable and we checked if it indeed worked and provided the same results as to just doing the DESeq analysis step by step.

Agreements made (plan of action):

We set a meeting for Thursday to finalize the video, and its script and also work further on the code and the project.

**Group meeting 13**

Date: 20-03-2025

Duration meeting: 2.5 hours, 10:00-12:30

Presence (names): Everyone (Jarne online)

Absence (names):

Division of tasks

Group leader (name): Anne Fleur

Secretary (name): Silke

Brainstorm

What has been discussed?

Jarne edited the last things for the video (music and some transitions). The rest worked on the script and brief for the Skills Clip so that everything was done for handing in the assignment.   
Bart and Sabya worked on the code to make the function work for their variables as well.   
The process of how MOET analysis works was shown and explained.

Agreements made (plan of action):

Next meeting on Tuesday, Bart can show us how to make such a function for everyone and we will work further on the common methods section for the final report.

**Group meeting 14**

Date: 25-03-2025

Duration meeting: 2.0 hours, 12:00-14:00

Presence (names): Everyone

Absence (names):

Division of tasks

Group leader (name): Cecilia

Secretary (name): Anne Fleur

Brainstorm

What has been discussed?

We worked together on the methods. Anne Fleur worked on making the heatmap. We together formulated questions that we wanted to ask Brian for our next meeting.

Agreements made (plan of action):

The questions we want to ask Brian tomorrow are:

* How to draw conclusions from the volcano plot
* What he thinks of the heatmap and how we can highlight the NSCLC samples vs non-malignant samples within the heatmap
* What does he think of the graphs
* What does he think of DSQ2 function of Bart and why does it give different outcomes for the variable sex
* If we need to mention how we did DESeq2 for our individual variables in the methods as well or somewhere else in the report as the methods section should be the same for all of us.

**Group meeting 15**

Date: 26-03-2025

Duration meeting: 2.5 hours, 14:00-16:15

Presence (names): Everyone

Absence (names):

Division of tasks

Group leader (name): Bart

Secretary (name): Anne Fleur

Brainstorm

What has been discussed?

We went over the last questions we had. Brian helped us with highlighting the NSCLC samples and non-malignant samples within our heatmap. Bart shared his function with Brian.

Agreements made (plan of action):

We plan to meet next Tuesday with Brian if we still have any remaining questions or problems. If we notice that we don’t have any by Monday morning, since we already discussed a lot, we will let him know that we don’t need to meeting anymore.