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, 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.

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: