1. Fix the tutorial time: 2PM Thursday
2. Meeting with the client : booked
3. Tutor’s role is a supervisor, to check your progress and assess your achievements.

Individual report : every week

Project Proposal : in Week 5

Progress report

Marked by Edward

Presentation, Final report : marked by other tutor

Cross-marking

Client evaluate your achievements in mid-semester, at the end of semester.

1. Attendance mark: I check the attendance and it affects your individual mark. If you are unavailable for some inevitable reasons, you need to apply for a special consideration. At least you should submit your individual report to get a mark.
2. From week 3 you should submit individual report.
3. When you submit your report or assignment, it should go through turn it in software to check plagiarism. Maximum threshold is 35%
4. Define your role. Who is doing what. Role and responsibilities can be changed. Do not just do proofreading as a role.
5. Keep the record of communication regarding the resources provided by the client.
6. Minutes of meeting as a group
7. Individual report template and rubric.
8. Project description and other materials