Key Topic

1. What is the project about?
2. Types of projects

Software dev

Hardware dev

Research

Industrial

Experimental

1. Role of supervisor

+Good communication and clear expectation

+Meet regularly

+Come prepare before meeting(write out what you exactly want during the meeting)

+What to discuss:

Meeting frequency

Email response times

Type of help:technical,project management,time,…

Feedback types and timescales

Student:

+Formulate the problems before asking

+Receive a response from supervisor

Supervisor

+Help define project objectives and possible outcomes

+To provide advice and guidance

+To explain what resources are available to student.

1. Project strategy(eg: key project management,time management)

Project management:

* Take time to research/read/think and discuss before carrying out the project
* Put effort into realistic planning that you can follow
* Revisit and review your plan regularly and check your progress

Time management

* Balance project and other modules
* Maintaining discipline over a long timescale
* Scheduling time for writing the report

STRATEGIES:

* Starting in specification
* Plan task dependencies and work on tasks in parallel where possible
* Everything is longer than you expect
* Don’t everything to the last minute
* Write report as you go along
* Use management tools for planning

Resource management

* Your supervisor will help you with:

Academic content

Project management

Regular meetings: prepare and make good use of them

* Writing down your ideas/progress/meeting in a notebook
* Internet/the library.
* Sources should be credible and authoritative

1. Project deliverables and project definition