Project Diary & Supervisor Feedback - 1

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| Student Name: | Than Woei Liang\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor: | Mr So Yong Quay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meeting Date: | 27/9/2013\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Issues identified in previous meeting (including personal development goals)**

This is the first project meeting, so no issue has been identified.

**Feedback received in previous meeting:**

This is the first project meeting, so no feedback has been received.

**Action taken on feedback:**

This is the first project meeting, so no action has been taken.

**Matters to discuss**

1. **FYP planning and specification**

I receive several feedbacks from Mr So regarding the FYP planning and specification which completed in last semester. There are several weaknesses in my report.

1. **Research question**

My project idea, time clock application is accepted by supervisor. Due to scope of large project, supervisor suggests me to perform feasibility plan before start the project.

1. **Research ethic**

I make mistake in this part because I am discuss about the ethic in information security. The report require me to discuss about what ethic I applied when I as a researcher and doing research. I need to redo this part because I totally out of topic. Mr So suggested me to study the ethic guide for more details.

1. **Project plan**

I already plan a quite clear project plan in report. Mr So suggested me to organise my project plan in Gantt chart to become more clearly to understand.

1. **Grammar and spelling error**

There is several grammar error found in report. Mr So suggested me to review report and correct the error.

1. **Project Specification**

A project specification is required to be submitted within first three weeks of the project period. I am suggested by Mr So to complete the correction in FYP report first before start writing project specification.

**References Consulted:**

No references consulted.

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| **Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Supervisor’s Signature:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Project Diary & Supervisor Feedback - 2

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| |  |  | | --- | --- | | Student Name: | Than Woei Liang\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Supervisor: | Mr So Yong Quay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Meeting Date: | 11/10/2013\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
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**Issues identified in previous meeting (including personal development goals)**

1. **FYP planning and specification**

Several mistakes and insufficient was found in research question, research ethic, project plan and grammar error.

1. **Project Specification**

A project specification is required to be submitted within three weeks.

**Feedback received in previous meeting:**

1. FYP planning and specification
   1. Perform feasibility analysis in research question part.
   2. Study ethic guide before redo research ethic.
   3. Add a Gantt chart in project plan
   4. Review whole report and correct grammar error.

**Action taken on feedback:**

1. FYP planning and specification
   1. A feasibility analysis about the time clock app is discussed in research question.
   2. The 6 ethic principles for researcher and how I implement the principles in my project is discussed in research ethic.
   3. A Gantt chart which list out all tasks I discussed in project plan is added.
   4. Several grammar errors in report are corrected.

**Matters to discuss**

1. **Project Specification**

There are several insufficient found in my project specification.

1. Project schedule

I haven’t arranged report components into my project schedule. It is impossible to complete whole report in a project phase. Mr So suggested me to separate each project part into several project phases. Besides that, I also need to adjust Gantt chart in FYP planning and specification.

1. Grammar error

Some grammar error is found in my project specification. I am required to correct it.

**References Consulted:**

No references consulted.

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| **Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Supervisor’s Signature:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Project Diary & Supervisor Feedback - 3

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| |  |  | | --- | --- | | Student Name: | Than Woei Liang\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Supervisor: | Mr So Yong Quay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Meeting Date: | 25/10/2013\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
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**Issues identified in previous meeting (including personal development goals)**

1. **Project Specification**

Some insufficient in Gantt chart and grammar error was found in project specification.

**Feedback received in previous meeting:**

1. Project specification
   1. Add report component as project process into project schedule.
   2. Review whole report and correct grammar error.

**Action taken on feedback:**

1. Project specification
   1. Gantt chart was adjusted by add report component into each project phases.
   2. Grammar errors in report are corrected.

**Matters to discuss**

1. **Action Plan**

There are several insufficient found in my action plan.

1. Apply leave function

Due to employee’s leave is important information when calculate employee’s salary, it is necessary to add a leave management function to collect employee’s leave information. Mr So suggested me to add an apply leave function to allow employee to apply leave through time clock app.

1. Grammar error

Some grammar error is found in my action plan. I am required to correct it.

**References Consulted:**

No references consulted.

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| **Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Supervisor’s Signature:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |