|  |
| --- |
| **Student name and ID: Grant Allenby / w18013678** |
| **Academic year: 4** |
| **Programme: (Bsc) Computer Science** |
| **Project title:** |
| **Supervisor: Paul Vickers** |
| **Supervisor email and room number: paul.vickers@northumbria.ac.uk** |
| **Second marker:** |
| **Second marker email and room number:** |

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# Project eLogbook Instructions

This eLogbook can be used to record the progress of work on the project. It covers all the stages of the work and it is strongly recommended that it be **completed in full by the student**.

*Note; if this eLogbook is not used by the student,* ***a suitable alternative should be adopted in agreement with the Project Supervisor****; the alternative should be accessible by the Projects Tutor (Cliff Brown) if the need arises and able to be included as electronic appendices in the final dissertation submission (e.g. consider how the alternative can be exported).*

This eLogbook or other form of project log should be submitted on the CD/DVD/USB upon completion of the project. You should also use excerpts from it to evidence claims made in the evaluation section of your report.

The eLogbook contains the following forms:

* **Blank log form for each week of each Semester up until the hand-in;**
* **Terms of Reference review form;**
* **Changes to project aims/objectives form (only required in exceptional circumstances).**
* **Student checklist of actions/milestone activities (note; this is intended as a helpful tracking mechanism/checklist for your own use rather than a formal project document to be completed).**

**Prior to each meeting,** **YOU** **must** **complete the following sections of the relevant weekly log form (shaded in orange) and SHARE the revised complete eLogbook to your Supervisor (e.g. via email, shared file space) AHEAD of your meeting**:

*Date and time of meeting;*

*Brief description of work done since last meeting;*

*Number of hours spent on project since last meeting;*

*Questions/items to discuss at meeting (agenda).*

**By the end of the meeting, YOU and your SUPERVISOR must complete the other parts of the form for the week (not shaded)**. After the remaining sections are completed during the meeting, the revised eLogbook should be once again saved and shared (i.e. via email or shared file space).

If, for any reason, you have more than one meeting in a week or hold a meeting outside of teaching weeks, simply copy and paste a blank table to create a new entry, taking care to place it in chronological order and change the heading to something meaningful. For example, if you have two meetings in one week you could use Week 3a and Week 3b or Week 3.1 and Week 3.2 to indicate the occurrences; alternatively, if you meet outside allocated teaching weeks for any reason, you could add the meeting date to the heading.

It is recommended that you use the ‘Navigation Pane’ in Word to provide easy and quick access to each respective log form and/or other component. On the top menu, simply select ‘View’ and tick the ‘Navigation Pane’ box, which is located in the ‘Show’ section towards the left hand side.

# Semester 1 Week 1:

|  |  |  |
| --- | --- | --- |
| **Date and time of meeting: N/A** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting: N/A** | | |
| **Number of hours spent on project since last meeting: N/A** | |
| **Questions/items to discuss at meeting (agenda): N/A** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next meeting:** | |

# Semester 1 Week 2:

|  |  |  |
| --- | --- | --- |
| **Date and time of meeting:** 30/09/20 – 13:00 | **As scheduled:** Yes | |
| **Brief description of work done since last meeting:** N/A | | |
| **Number of hours spent on project since last meeting:** 5 | |
| **Questions/items to discuss at meeting (agenda):** Discussion over Paul’s project ideas. | |
| **Agreed tasks for next meeting:**  Look into Sonification systems and read about how these apply to process monitoring |  |
| **Documents discussed /any other issues:**  Paul issued the following to me via email:   1. See reference #7 in the Debashi and Vickers paper I sent you. The link is in the list of references. 2. See the other paper I wrote with Mohamed Debashi: [https://ieeexplore.ieee.org/document/8385098](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fieeexplore.ieee.org%2Fdocument%2F8385098&data=02%7C01%7Cg.allenby%40northumbria.ac.uk%7C45c3bc7b92704f0f5dfb08d86549fa93%7Ce757cfdd1f354457af8f7c9c6b1437e3%7C0%7C0%7C637370715697110983&sdata=3TeFTt2DPZ4tpWqdMY5HvytiOjxxTb9aAemG%2BtjGuco%3D&reserved=0) 3. See the work of Louise Axon. First, her PhD thesis is very comprehensive: [https://ora.ox.ac.uk/objects/uuid:cfdb85ba-4d30-4743-a275-47b8d6949ac5](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fora.ox.ac.uk%2Fobjects%2Fuuid%3Acfdb85ba-4d30-4743-a275-47b8d6949ac5&data=02%7C01%7Cg.allenby%40northumbria.ac.uk%7C45c3bc7b92704f0f5dfb08d86549fa93%7Ce757cfdd1f354457af8f7c9c6b1437e3%7C0%7C0%7C637370715697120985&sdata=LmJteOSO8D1asWjkL5lCFBfftV%2FMAySsZb5u5MsnAFc%3D&reserved=0) (I was the examiner for Louise’s thesis) 4. For more bite-sized info, see Louise’s publications list at: [https://www.cs.ox.ac.uk/people/publications/date/Louise.Axon.html](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cs.ox.ac.uk%2Fpeople%2Fpublications%2Fdate%2FLouise.Axon.html&data=02%7C01%7Cg.allenby%40northumbria.ac.uk%7C45c3bc7b92704f0f5dfb08d86549fa93%7Ce757cfdd1f354457af8f7c9c6b1437e3%7C0%7C0%7C637370715697120985&sdata=wAzZI%2FaAqKCjWwZKxhA0YPiDkPFAdf6l5Iw3jPSzLrw%3D&reserved=0)   Read project handbook for more guidance. |  |
| **Date and time of next meeting:** 15/10/20 – 14:00 | |

# Semester 1 Week 3:

|  |  |  |
| --- | --- | --- |
| **Date and time of session: 15/10/20 – 14:00** | **As scheduled:** Yes | |
| **Brief description of work done since last meeting:** Reviewed documents Paul sent me, sent PID for review by Paul and submitted. | | |
| **Number of hours spent on project since last meeting:** 5 | |
| **Questions/items to discuss at meeting (agenda):** Discussion about software for project, second marker, starting terms of reference (TOR) | |
| **Agreed tasks for next meeting:**  Basic outline of TOR using resources listed below |  |
| **Documents discussed /any other issues:**  Xiaomin will select a second marker  Software is free and available, just needs researching  Information about building terms of reference is readily available in the handbook. |  |
| **Date and time of next session:** 22/10/20 – 14:00 | |

# Semester 1 Week 4:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** 22/10/20 – 14:00 | **As scheduled:** Yes | |
| **Brief description of work done since last meeting:** Second marker allocated  TOR has been built up slightly | | |
| **Number of hours spent on project since last meeting:** 5 | |
| **Questions/items to discuss at meeting (agenda):** Help with certain aspects of TOR. | |
| **Agreed tasks for next meeting:**  Build upon work in TOR, research more into software requirements |  |
| **Documents discussed /any other issues:** TOR |  |
| **Date and time of next session:** 29/10/20 – 14:00 | |

# Semester 1 Week 5:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** 29/10/20 – 14:00 | **As scheduled:** Yes | |
| **Brief description of work done since last meeting:** Further building upon TOR, looked more into software requirements | | |
| **Number of hours spent on project since last meeting:** 5-6 | |
| **Questions/items to discuss at meeting (agenda):** Gantt chart for TOR, Structure and contents of project report, other unfilled sections | |
| **Agreed tasks for next meeting:** Ethics Form – medium, have to test with people, look at guidance Xiaomin sent out. |  |
| **Documents discussed /any other issues:** TOR |  |
| **Date and time of next session:** 5/11/20 – 14:00 | |

# Semester 1 Week 6:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** 4/11/20 – 10:00 | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** Discussion of ethics form, updated Gantt Chart, fix up paragraphs in TOR. | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 1 Week 7:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 1 Week 8:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 1 Week 9:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 1 Week 10:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 1 Week 11:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 1 Week 12:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 1:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 2:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 3:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 4:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 5:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 6:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 7:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 8:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 9:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 10:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Semester 2 Week 11:

|  |  |  |
| --- | --- | --- |
| **Date and time of session:** | **As scheduled:** Yes/No | |
| **Brief description of work done since last meeting:** | | |
| **Number of hours spent on project since last meeting:** | |
| **Questions/items to discuss at meeting (agenda):** | |
| **Agreed tasks for next meeting:** |  |
| **Documents discussed /any other issues:** |  |
| **Date and time of next session:** | |

# Terms of Reference Review Form

This form is to be completed at the TOR review meeting. After the TOR review, you should make any necessary changes to the TOR, online ethics and risk assessment forms (as required by your Supervisor and Second Marker), then submit the final approved TOR to Blackboard by the dates given in the module schedule whilst also completing the online ethics and risk assessment approval process.

|  |  |  |
| --- | --- | --- |
| **Date of TOR Review:** | | |
| **Review Outcomes:** |  | |
| The topic is appropriate to the student’s programme. | Yes / No | |
| The project contains sufficient practical work using computing skills relevant to the programme. | Yes / No | |
| An appropriate topic for the literature review has been identified. | Yes / No | |
| An explanation of the contribution of the analysis/literature review to the project work has been given. | Yes / No | |
| **The TOR (select one):** |  | |
| * Accepted without changes. |  |  |
| * Needs the changes listed below. |  |  |
| * Cannot be made satisfactory and a new topic is required. |  |  |
| **Ethics Draft PDF (select one):** |  | |
| * Has been reviewed and can be approved via the Ethics Online System. |  |  |
| * Requires revision before approval can be granted via the Ethics Online System. |  |  |
| * Has been reviewed; the project should be referred to the Faculty Research Ethics Committee (FREC) via the Ethics Online System. |  |  |
| * The project has already been referred to FREC via the Ethics Online System. |  |  |
| * Has not yet been provided. |  |  |
| * Other (please explain). |  |  |
| **Risk Assessment Draft PDF (select one):** |  |  |
| * Has been reviewed and can be approved via the Ethics Online System. |  |  |
| * Requires revision. |  |  |
| * Is required but has not yet been provided. |  |  |
| * Not required. |  |  |
|  |  |  |

**Changes required/identified issues:**

|  |  |
| --- | --- |
| **Changes to proposed aim(s):** | |
| **Changes to proposed objectives:** | |
| **Changes to deliverables:** | |
| **Changes to structure and contents of project report:** | |
| **Changes to project plan:** | |
| **Resource issues:** | |
| **Other comments:** | |
| **Signatures:** | **Student** |
|  | **Supervisor** |
|  | **Second Marker** |

# Changes to Project Aims/Objectives Form

**Exceptionally** it may be necessary, after changes made as a result of the terms of reference review, to **make further changes to the aims/objectives** set out in your terms of reference. In such a case, the new aims/objectives **must be agreed with your supervisor and accepted by your Second Marker**.

If you wish to make c**hanges to your project and planned work that have ethical implications,** you MUST additionally complete a NEW Ethics approval request using the online system (see Blackboard for more information or ask your Supervisor). Similarly, if there are implications for risks, you must complete a NEW risk assessment approval request online seeking approval from the original approver(s).

The new aims/objectives must be recorded on the following form. A brief justification for the change must also be given. This form must be dated.

***Please note:* You must include in the Evaluation part of your project report a detailed explanation and justification for the changes to the aims/objectives. Failure to do this may lead to loss of marks for that part of the report.**

**Changes to Project Aims/Objectives:**

|  |  |
| --- | --- |
| **Old Aims/Objective(s):** | |
| **New Aims/Objective(s):** | |
| **Justification:** | |
| **Impact on ethics and risk assessment status (indicate if re-approval is required)?** | |
| **Signatures:** | **Student** | |
|  | **Supervisor** | |
|  | **Second Marker** | |

# Student Checklist

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Semester 1: Actions** | **Due Date** | **Date Completed** | | PID submitted to Blackboard | Week 3, Monday by 5pm  (OR as soon as possible afterwards if supervisor has been allocated) |  | | Draft TOR and associated documents (e.g. draft risk assessment) emailed to supervisor and second marker; complete online ethics form | Weeks 4-6 |  | | TOR Review arranged | Up to Weeks 5-6 |  | | TOR Review held | Weeks 5-6 (or earlier) |  | | Final revised TOR submitted to Blackboard | Week 8, Friday by 5pm (at the latest) |  | | Final online ethics form and risk assessment form (if required) completed | Week 8, Friday by 5pm (at the latest) |  | | Draft chapters submitted to Supervisor | Semester 1 Week 10, Friday (or earlier) |  | |

|  |  |  |
| --- | --- | --- |
| **Semester 2: Actions** | **Due Date** | **Date Completed** |
| Submission of TWO copies of the project report AND the CD/DVD/USB to Student Central, Library Building | Semester 2, Week 11, Thursday 29th April by 4pm |  |
| Submission of the project report to the Turnitin submission link in the Assessment area on Blackboard | ---Same as above--- |  |
| Viva arranged | *Arranged around time of submission i.e. during Week 11 Semester 2* |  |
| Viva held | *During Semester 2, Weeks 12-15. Note; vivas to be completed by Friday 21st*  *May.* |  |
| Evidence file submitted | *At the viva (Semester 2, Weeks 12-14)* |  |