# 7CS997 Independent Studies Progress Report

## Student/supervisor details

**Submission deadline for signed and completed progress report:**

* **Progress report 1: 14/02/2025 12:00 Midday**
* **Progress report 2: 21/03/2025 12:00 Midday**
* **Progress report 3: 21/05/2025 12:00 Midday**

Project Title: **<insert title here>**

Name: **<insert your name here>**

Student Id: **<insert student id here>**

MSc: Big Data/Cyber/IT **<delete as appropriate>**

Supervisor: **<insert title here>**

Progress report: 1/2/3 **<delete as appropriate>**

## Record of meeting

*Write a summary (often referred to as “the minutes of the meeting”) of the discussion that was held in the meeting in no more than 200 words. This discussion may have involved progress, challenges, achievements, ideas for methodology.*

## Evaluation of progress

*Write a brief evaluation of your progress based on the Gantt chart in your project plan, in no more than 200 words. This evaluation should look at the deliverables/milestones that you listed in your Gantt chart and discuss if you have, or have not, achieved them. If you have not achieved them, you should discuss the reasons why – for instance a methodology may have been more complex than you initially thought, or results may not have been as promising as you first thought.*

## Actions/targets for next meeting

*List up to 5 (five) actions or targets for the next meeting agreed with your supervisor. These should be the things that you are intending to do, and should take into account the plan in the Gantt chart, and your evaluation of your progress. In subsequent meetings, you can review these actions (in your evaluation) so that you can measure your progress relative to your plan.*

1. *Action/target 1*
2. *Action/target 2*
3. *Action/target 3*
4. *Action/target 4*
5. *Action/target 5*

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## Record of meetings held

*The table below should contain the meeting schedule that you planned with your supervisor at the start of the project. In the “Confirmation” column on the right, you should confirm the meeting has been held by including a “Y” or “N” in the relevant box. If there has been a need to change the original meeting schedule planned, you should update this table.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project week | Meeting date | Meeting time | Venue | Confirmation |
| 1: 03/02/2025 |  |  |  |  |
| 3: 17/02/2025 |  |  |  |  |
| 6: 10/03/2025 |  |  |  |  |
| 8: 24/03/2025 |  |  |  |  |
| 10: 07/04/2025 |  |  |  |  |
| 11: 28/044/205 |  |  |  |  |

Student Name

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Student Signature

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Date