

## Project Log Sheet – Supervisory Session

### Note on use of the project log sheet:

1. This log sheet is designed for all formal meetings, of which there must be at minimum SEVEN (7) during the course of the project (SEVEN mandatory supervisory sessions).
2. The student should prepare for the supervisory sessions by deciding which question(s) he or she needs to ask the supervisor and what progress has been made (if any) since the last session, and noting these in the relevant section of the form, effectively forming an agenda for the session.
3. A log sheet is to be brought by the STUDENT to each supervisory session.
4. The actions by the student (and, perhaps the supervisor), which should be carried out before the next session should be noted briefly in the relevant section of the form.
5. It is recommended that students bring along log sheets of previous meetings during each supervisory session.
6. The log sheet is NOT a deliverable for the project but it is an important record of a student's organization and learning experience. The students will be asked to hand in the log sheets as an appendix of the final report, with sheets dated and numbered consecutively. This is an important part of evidence on how you managed your project during the semester.

**Student's Name:** .....Linni Qin..... **Date:** ...18/08/2017.....**Meeting No:** 1...

**Project title:** IT MASTERS (DS): Perform a Data Science Analysis of a Dataset/Task **UNIT:** .....IFN701.....

☐ Journal entry logged into Blackboard (Optional)

**Supervisor's Name:** ..... Guido Zuccon ..... **Supervisor's Signature:** *Guido Zuccon*

**Update on progress since last meeting, and challenges faced if any (noted by student before mandatory supervisory meeting):**

N/A ...  
The first formal meeting.

**Items for discussion (noted by student before mandatory supervisory meeting):**

Project Plan  
Project problem  
Data Analysis Methodology

**Action List (to be attempted or completed by student by the next mandatory supervisory meeting):**

1. Finish the project plan
2. Import the raw data
3. Explore the data and get some insights about the data