

## 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.

<b>Student's Name:</b> .....Zhivinq Zhou.....		<b>Date:</b> ...18/08/2017	<b>Meeting No:</b> 1
<b>Project title:</b> .....Educational data mining.....		<b>UNIT:</b> .....IFN702.....	
<input type="checkbox"/> Journal entry logged into Blackboard (Optional)			
<b>Supervisor's Name:</b> .....Guido Zuccon.....		<b>Supervisor's Signature:</b> <i>Guido Zuccon</i>	
<b>Update on progress since last meeting, and challenges faced if any (noted by student <u>before</u> mandatory supervisory meeting):</b>  1.The project plan report has been done, which need to be reviewed by supervisor  2.Feedback for the project plan			
<b>Items for discussion (noted by student <u>before</u> mandatory supervisory meeting):</b>  1.What's the type of this project  2.What's the scope of the project  3.What kind of target we need to achieve in this project			
<b>Action List (to be attempted or completed by student by the <u>next</u> mandatory supervisory meeting):</b>  1.Revise the project plan following supervisor's suggestion  2.Research the motivation and objectives more deeply.  3.Research some related work			

*Note. A student should make an appointment to meet the supervisor in advance, usually at least 1 week prior.*