

## 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> ...16/10/2017..	<b>Meeting No:</b> 4
<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.Feedback of project presentation and PPT as well		
<b>Items for discussion (noted by student <u>before</u> mandatory supervisory meeting):</b>  1. Suggestions for this project based on the content of the project presentation.		
<b>Action List (to be attempted or completed by student by the <u>next</u> mandatory supervisory meeting):</b>  1.Present the results with support figures  2.Add some introduction why to choose these prediction models  3.Less is more for the presentation		

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