

Project Updates: Master Record

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October 26, 2023

Contents

Introduction

This master record collates weekly project updates to produce a thorough insight into progress within a single document. Each section consists of a week's update. Within each section are the following subsections and descriptions:

- **Supervision Meetings:**

Consists of a listing in table format of the supervision meetings that have occurred since the last update, including dates, attendees, and a brief description of discussions and actionable items.

- **Actionable Items Recap:**

Consists of a listing in table format of the actionable items from the previous week, briefly discussing the progress made and pending tasks.

- **Additional Project Updates:**

Consists of updates that weren't 'actionable items' from the previous week, such as brief overviews of experiments conducted, data collected, and research findings.

- **Next Week's Agenda:**

Consists of a listing in table format of the actionable items to complete before the next weekly update, including task descriptions, rough timelines, and success metrics.

- **Comments & Concerns:**

Consists of a brief analysis of comments or observations about other aspects of the project, such as facilities, work environment, and any outside interest in the project. Furthermore, outlines any concerns about the project.

0.1 27-10-2023

0.1.1 Supervision Meetings

Date	Agenda	Actionable Items	Attendees
27-10-2023	<ul style="list-style-type: none">• Pinpointing project scope/objectives.• Laying out rough schedule based on project objectives.• Getting started on pre-reading/literature review.• Discussing organisational tips/workflows.• Schedule for re-occurring meetings.• (more to be added if I can think of anything else important)	<ul style="list-style-type: none">• actionable item 1• actionable item 2• actionable item 3	<ul style="list-style-type: none">• Sidharth Shanmugam• Paul Mitchell• Benjamin Henson

0.1.2 Actionable Items Recap

Actionable Item	Progress Report	Pending Tasks
<ul style="list-style-type: none">• Actionable item 1	<ul style="list-style-type: none">• Progress report 1• Progress report 2• Progress report 3	<ul style="list-style-type: none">• Pending task 1• Pending task 2• Pending task 3
<ul style="list-style-type: none">• Actionable item 2	<ul style="list-style-type: none">• Progress report 1• Progress report 2• Progress report 3	<ul style="list-style-type: none">• Pending task 1• Pending task 2• Pending task 3

Since this is the first weekly report and supervision meetings haven't previously taken place, there are no actionable items to reflect on. Therefore, a boilerplate table is provided above to outline the structure for future weeks.

0.1.3 Additional Project Updates

Additional Update	Description
Additional update 1	<ul style="list-style-type: none">• Description point 1• Description point 2• Description point 3
Additional update 2	<ul style="list-style-type: none">• Description point 1• Description point 2• Description point 3

Since this is the first weekly report and work on this project hasn't commenced yet, there are no additional updates to reflect on. Therefore, a boilerplate table is provided above to outline the structure for future weeks.

0.1.4 Next Week's Agenda

Actionable Item	Description	Success Metrics	Target
Actionable item 1	<ul style="list-style-type: none">• Description point 1• Description point 2• Description point 3	<ul style="list-style-type: none">• Success metrics 1• Success metrics 2• Success metrics 3	Thursday
Actionable item 2	<ul style="list-style-type: none">• Description point 1• Description point 2• Description point 3	<ul style="list-style-type: none">• Success metrics 1• Success metrics 2• Success metrics 3	Wednesday

0.1.5 Comments Concerns

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