

**Final Year Project Log Book**

ME4204: Design/Research project

Project Title

|  |  |
| --- | --- |
| **Name** |  |
| **Index No.** |  |
| **Group No.** |  |
| **Date of commencement** |  |
| **Expected due date of completion** |  |
| **Signature** |  |

|  |  |  |
| --- | --- | --- |
| **Supervisor’s Name** | **Affiliation** | **Signature** |
|  |  |  |
|  |  |  |

**Department of Mechanical Engineering**

**University of Moratuwa**

**Sri Lanka**

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# Objective

The main objective of using this project log book is to identify and develop student learning progress and to keep a record of his/her effort and results related to the final year project planning and task undertaken. The log book should reflect the objectives of the final year project.

# Guidelines

1. Each student doing final year project required to maintain **individual project log book**. There is no limitation on the number of pages.
2. The **standard front cover** (front cover of this document) should be used/pasted onto the front page of the log book with all the details are completed.
3. It is mandatory for the student to meet the supervisor(s) at least **once in months,** enter the key points discussed in the space provided in this booklet and get the relevant sections signed. Therefore, it becomes mandatory to meet the supervisor(s) at least **10 times** in order to be eligible to submit the logbook for evaluation. It is student’s responsibility to meet the supervisor and get his/her signature for each meeting.
4. It is mandatory to have a separate page for research millstones (e.g. Synopsis, proposal, Progress reviews).

# General instructions

* Include a date for every page and start each day in a new page. Record the time you spent on each task.
* Record everything and every task that contribute to the progress of the FYP, whether it is good, bad. Do not erase anything or remove pages.
* Do not backfill the log book. You may add a summarize or include something that was missed, initially, but don’t fill the log book after you complete the task.
* Try to name each entry and include that in the table of content
* Any new information found in terms of external materials such as figures, past them to the log book.
* Mainly may include the following items in the log book but not limited to
  + A meeting:
    - What are the main outcomes of the meeting?
    - What personal task assign to complete before the meeting?
    - What are the actions taken to drive the project to achieve the objectives?
  + A brainstorming session
    - Key ideas generated from the session and what ideas are feasible
    - What ideas/methods has been ruled out and why?
    - Does enough ideas were generated during the session
  + Internet search/ read papers or meet with resource personal
  + Engineering analysis and design calculations
    - What are the governing equations, new derivations?
    - What are the important findings?
    - Design sketches
    - Experiment designs

**Note:**

This FYP log book is design as a guideline and you may include any other pages and include in a sequence that will most suited for your project.

# Project Title

|  |  |  |
| --- | --- | --- |
| **Version** | **Title** | **Date** |
| Initial version |  |  |
| 1st revision |  |  |
| 2nd revision |  |  |
| 3rd revision |  |  |

# Project synopsis

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and signature of the student** | | **Name and signature of the supervisor** | |
|  | Date |  | Date |

# Project proposal

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and signature of the student** | | **Name and signature of the supervisor** | |
|  | Date |  | Date |

# Progress review 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and signature of the student** | | **Name and signature of the supervisor** | |
|  | Date |  | Date |

# Meeting with the Supervisor

Meeting No. ………………

Progress since last meeting

Materials submitted if any (e.g. Reports, design calculations, drawings )

Agreed Task and objective for next meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and signature of the student** | | **Name and signature of the supervisor** | |
|  | Date |  | Date |

# Notes (keep the record of daily tasks)