# Meeting schedule

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| **Meeting** | **Date** | **Main criterion working on (but will vary)** | **Goals to be completed before meeting** | **Provide supervisor before meeting for discussion** |
| 1 | 16/04 | Review and research framing Research design | Draft literature review Refine research question, objectives and aims Start introduction  Produce a flow chart of proposed methodology  Plan your dissertation time line | Draft literature review (and or) Draft introduction (and or) Draft outline of methodology  Basic flow chart Draft ethics proposal  Time line of proposed dissertation (e.g. Gantt chart) |
| **Ethics due** | First week of May | | Also register with data protection if required by 16 April 2020 |  |
| 2 | 16/05 | Research design **Analysis** and critical reflection of findings | Further add to the literature review and introduction using feedback from the first meeting Refine methodology Start data analysis if ethical approval granted, initially with descriptive (summary) statistics  Show intial results to your supervisor  Think about ethical reflection of analysis Contemplate the outputs you need to create | Some form of outputs (e.g. descriptive statistics) Ideas (noted down) about how to progress with outputs beyond descriptive statistics  Full draft of methodological outline (including a flow chart for the meeting). Ethical reflection statement. |
| 3 | 05/06 | **Analysis** and critical reflection of findings | Refine methods further based on the discussion with your supervisor  Start inferential investigation  Go back and adjust introduction / liteature review based on your new outputs Draft provisional results section | Draft of provisional results section with anarrative throughout Show initial results from inferential analysis for discussion |
| 4 | 30/06 | Analysis and critical reflection of findings | Revise analysis and results based on discussion with supervisor  Finish writing up results  Start writing your discussion and critically reflect on your work  Make your work reproducible in line with the mark scheme  Create a draft of a section you want feedback on (I’d recommend the discussion). Provide this to your supervisor well in advanced of the session | Results almost fully written up Draft of discussion section Main outcomes (e.g. figures) of the thesis to support what you have submitted |
| 5 | 20/07 | Analysis and **critical reflection of findings** | Review the comments made by your supervisor and adjust the material you submitted Revisit the introduction and literature review to ensure consistency throughout the thesis (e.g. have you looked at something slightly different from initially planned due to data or conversations with your supervisor) | Show you supervisor the changes you have made and discuss them |
| **Submit** | 24/08 | Visualisation and communication | Based on your final meeting go back and make some final amendments to your thesis  Go though your thesis and make sure it has a consistent narrative (e.g. is it easy to follow, why should the marker care and why is this important)  Check visualisations are appropriate and insightful (if they don't add anything then why are they in the thesis) | Submit by 5pm |

# Research meeting log

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| **Date** | **Documents prepared prior to meeting** | **Topics discussed in the meeting** | **Items to complete before next meeting** | **Date of next meeting** |
| 16/04 | Outline of literature review  Draft research question, aim and objectives  Data under consideration with some initial descriptive analysis  Proposed initial analysis (flowchart)  Statement of proposed contribution | Scope of research, is it too broad or narrow  Clear contribution statements throughout the thesis  How data limitations will impact the study  Ethical considerations  What my supervisor expects  Create a clear timeline of outcomes, remember it's an MSc thesis not a Nobel prize  Discuss any limitations throughout | Literature review  Refine research aim, question and objectives  Detailed flow chart of proposed analysis  Commence further data exploration  Complete background  and map it to sections of my thesis | 16/05 |
| 16/05 |  |  |  |  |

# Research log

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| **Date** | **Task** | **Challenges** | **Solutions** |
| 16/04 | Draft literature review | Struggling to find literature in my exact topic area | Widen research search (e.g. other disciplines)  Speak with supervisor for recommendations |
| 16/05 | Meeting with supervisor |  |  |