# Template

Example GitHub dissertation - https://github.com/JoeCameron1/IndividualProject

# Before Meeting

|  |  |  |
| --- | --- | --- |
| Show Project Code  Presentation Slides   * have a presentation slides ready before the meeting? * focus on informing the lectures what you have done and ask questions about how to improve your methodologies * get advice and directions * report progress, discuss ideas, prune down options, technical details suggested reference, feedback on your progress * prepare the PowerPoint, address your goals * plan for last week, what you have done, what is your goals for the following week * meeting at the start of the project will last the allotted time but may get shorter as the project runs. Don’t feel you need to fill the available time * record the presentation so you can take effective minutes * see example minutes | * find best practice * give out all possible options and ask for suggestions, ask for explanation of concepts or ideas you don’t understand * the supervisor may forget your plan last week. Bring them up when you run through the status report. * discuss progress you made last week because the supervisor may forget about it |  |

# During Meeting

|  |  |  |
| --- | --- | --- |
| Professional Conduct   * act professionally   Basic Meeting Organization   * 30 minutes each week * could be fortnightly hour * don’t fill time * if 10 minutes do, do 10 minutes   Record the meeting   * ask supervisor to do that * collect all recording into a platform |  |  |

# After Meeting

|  |  |  |
| --- | --- | --- |
| minutes   * review minutes taken * use platform to take minutes – slack, GitHub * share them with the supervisor * see example minutes from guidance lecture   Plans   * see possible steps of action next week * plans for next iteration * record plans electronically |  |  |