# Guidance

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| Status report   * list concisely what you have done that week * send the report 24 hours in advance of the meeting * refer to the plan/ minutes from last week * December deadline * 3 page A4 pages * short, precise, professional * start it in December * submitted on Moodle and email to supervisor * cover project description – what has to be done, general problem statement * progress report – what I have achieved as of the time of writing * plan of work – a detailed plan of work with deliverables/ milestones, for the remainder of the project * problems and risks – difficulties faced that you foresee or have experienced * short and focused * submit report on Moodle and give a copy to the supervisor * single PDF | Log   * record the activities your time spent * template on moodle * ask supervisor for feedback at the ending of the meeting * use software to manage your time log * update the log everyday * conform the format of the time log; follow the format rigorously * record of what you have done (everything) * hourly work record, keep up-to-date daily |  |