# Appendix - Project Log Book Entry Template

**Project Log book Entry** (Template)

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| *Student:* | *Do not submit via Wolf at this stage. All entries to be submitted with the Final Report.*  *You should keep an electronic copy of all log book entries – you will need them later. A printed copy must be presented to your supervisor for every supervised meeting. You supervisor will sign the log book entry and record that the entry has been seen. All electronic log book entries are to be included as part of your project management submission at the end of the module. Log book entries are important and will be used to demonstrate your project management skills. Failure to obtain signed off entries and to submit log book entries may result in a reduced/failed project grade.* |
| *Supervisor:* | *Check and sign off the log book entry. Record via the supervisors record sheet that the entry has been signed off. Provide feedback on quality/detail/relevance for EACH entry.* |
| *Module Leader:* | *No action* |

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| **Student Name:** | James Braznell |  | **Supervisor:** | Sherin Nassa |
| **Student No:** | 1007022 |  | **Date:** | 24/04/13 |

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| 1. A list of tasks accomplished since the last supervised meeting (You may also add points concerning tasks not yet accomplished) |
| * Continued creation of project conclusions and critical evaluation * Continued Improvement of the Artefact |

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| 2. Summary of the meeting with the supervisor - including both group and individual meeting, to be *completed after the meeting.* |
| * Discussed accomplishments and general project progress |
| 3. A list of tasks to be accomplished before the next planned supervised meeting. |
| * Project conclusions and critical evaluation * Finish Artefact |

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| 4. Useful references and sources of material |
| Russom, P. (2011) Big Data Analytics. *October*, [online]. **19**(40), pp.1-40 [Accessed 12 March 2013] Available at:  <ftp://129.35.224.12/software/tw/Defining\_Big\_Data\_through\_3V\_v.pdf#page=6> |

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| 5. Details of any project management decisions made this week.  Comment of the progress of the project in relation to the project plan.  Any changes to the project plan  Major changes in emphasis to the project i.e. change of project title, aims, objectives, etc - must be recorded here and fully discussed with your supervisor) |
| Continuing conclusions and critical evaluation, continued improvement of the Artefact, testing several systems for performance and efficiency. |
| 6. My Project Blog | |
| I have continued to make good progress in terms of my project plan; I am currently testing several systems, attempting to improve them. I am continuing to create my project conclusions and critical evaluation. Therefore I believe that as of this point the project is in good standard and I hope for this to continue in the rest of my project. | |

7. Remember to attach/include all relevant material to this entry.

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| Supervisors’ signature:  ***Supervisors to keep a record of signed off log book entries***. |  |
| Date: |  |
| Comments: |  |

# Important:

# Students: Please make sure that your supervisor signs your log book entry for each supervised session. You MUST keep this safe. Please make sure that your supervisor keeps a record to indicate that s/he has seen and signed the log book entry.

Supervisors: Please keep a record of ALL signed log book entries. This will be taken into consideration when marking the project management section of the module.