MEETING/CONSULTATION LOG

Student/Group: 5 (MF, MG, DC)  
Date: 17 Nov  
Week no.: 7  
Duration: 15 min  
Next date: —  
Week no.: —

1. PURPOSE
   • To check that the group got its act together for their wk 9 presentation.

2. FOCUS
   • Reviewed outline of their presentation.

3. ISSUES ARISING
   • Too many overheads? Substitute short hand-out?
   • Sort out who's doing what during the demo part of their presentation?

4. AGREED ACTION
   Student  Tutor
   Do a full run-through with equipment and make sure it doesn't over-run.
   Check that equipment for running a PowerPoint presentation is in place (Lab B).

Student/Group: Kim B.  
Date: 27 May  
Week no.: 6  
Duration: 55 min  
Next date: 23 June  
Week no.: 10

1. PURPOSE
   • To determine and agree the project tasks and Kim's timetable for the remainder of this term.

2. FOCUS
   • Clarified feedback on the draft submitted last week.
   • Identified and prioritised what Kim needs to do.

3. ISSUES ARISING
   • Still some language difficulties apparent, but getting much better.
   • Needs to apply referencing conventions consistently.
   • Balance between description and analysis not yet tilted sufficiently towards analysis.

4. AGREED ACTION
   Student  Tutor
   Expand discussion sections and cut back on the opening scene-setting section.
   Look out expanded referencing hand-out (from first year course) and send to Kim.

Student/Group: Chris G.  
Date: 23 Jan.  
Week no.: 2  
Duration: 20 min  
Next date: 5 Feb  
Week no.: 4

1. PURPOSE
   • To check how the settling-in to the placement is going.
   • To help Chris decide on the number and scope of the case studies for the project.

2. FOCUS
   • Reviewed Chris' 'first impressions report'.
   • Clarified characteristics of the placement supervisor's current clients.

3. ISSUES ARISING
   • Lack of clarity about Chris' general role while on placement.

4. AGREED ACTION
   Student  Tutor
   Speak to the placement supervisor re concerns once I've been in contact.  When a way forward has been agreed check it out with me, write it up and get the placement supervisor's signature.
   Write up rationale for case study selection and submit by 2 Feb.
   Phone placement supervisor ASAP to discuss their situation and how to best further meeting their and our objectives.  Let Chris know as soon as this has been done.
   Locate my copy of Smith's latest review article and send to Chris.