

MEETING/CONSULTATION LOG

Meeting Log 1 (Top):
 Student/Group: 3 (AF, 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 for that.
 - Sort out quite who's doing what during the demo part of their presentations.

Meeting Log 2 (Middle):
 Student/Group: Kim B. Date: 27 May. Week no.: 6
 Duration: 35 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. Needs encouragement to expand own synthesis - clear from oral discussion that the understanding is there, just a matter of better expressing it in written work.

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

Meeting Log 3 (Bottom):
 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 for the project.
 - To help Chris decide on the number and scope of the case studies.

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 - helping out with their case load cf. gathering materials for the project study.

4. AGREED ACTION
 Student: Speak to the placement supervisor re concerns. 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.
 Tutor: Phone placement supervisor ASAP to discuss their situation and how to best further meeting their objectives. Let Chris know as soon as this has been done. Locate my copy of Smith's latest review article and send to Chris.

Figure 6.2