

LOG BOOK

1. This log book is a record of the weekly progress of a project group. It should record what has been planned, what is done, who did it and why is it done.
2. Only ONE log book is kept for each group.
3. Starting on the submission of project proposal on 11/9/2003. Log book will be filled out by project group every week. NO makeup is allowed when the week has lapsed.
4. Log book will be signed and dated by supervisor at least once every two weeks. First review of log book and meeting with supervisor should not be later than 26/9/2003.
5. Log book will contribute to your final project mark.

LOG book record template
(use one record per week)

Date: _____

Description:	logged by

Supervisor' s signature:

_____ (Date: / /)