

PROJECT PROPOSAL TEAM LOGBOOK for PQP

General Description

- Every team will be required to keep a “Project Proposal Logbook”, using a 3-4”, 3-ring binder.
- The team must keep the Log up-to-date and bring it to every team meeting.
- Each team member will be responsible for being in charge of putting the Logbook together at least once during the term. This person will serve as the team “secretary” that week. Depending on how many team members there are, some members will be in charge of the Log on two separate weeks.
- It will be a repository for everything that each team produces.
- Entries will usually be written in complete sentences and be understandable to a person who is not a member of your team. One word or short phrase entries are not acceptable as they tend not to be useful or understandable to an outside reader.
- The Logbook should be clearly labeled on its outside cover and spine identifying the Project, the Liaison, and the team members.
- The Logbook is, in part, an exercise in learning how to make and keep good notes, which is something you will need to do in the field as part of your data collection process. You may find this Log useful enough as a team that you will want to keep a similar logbook during the whole IQP process. Personal diaries are also encouraged during your IQP phase.

Project Proposal Logbook Contents

The Project Proposal Logbook will contain tabbed dividers to separate each week’s information as well as a section for each different chapter or section of the project proposal. Each week the Logbook should contain the following items:

- The agenda of the weekly PQP meeting with the project advisors
- The minutes of the weekly meeting with the advisors
- Minutes of all team meetings: what was discussed, what decisions were made, what action points were agreed upon, who attended, time and place, who was chair and secretary of the meeting
- A discussion of any team dynamics issues that emerged during the week and what you are doing about them
- Copies of all assignments due or returned that week
- Original proposal drafts due that week marked with date of submission and the author of each section clearly indicated by using the initials of the student author or some other obvious method
- Anything else that is of importance to the project and was collected or produced that week, e.g. correspondence with Liaison, resource persons, transcriptions of interviews held with resource persons, etc.
- All earlier, marked up drafts of the proposal, clearly identified by the date when they were submitted to the instructor or advisor. These should be cumulative, so that by the end of the term you will have a record of every proposal draft that you wrote, with the earliest drafts at the back and the latest draft at the front of each section.

Specific Sections

- Agenda for weekly meetings, followed by weekly minutes
- Detailed summary of each team meeting
- Drafts handed in (not commented on)
- Marked up drafts (keep in sequence)
- Correspondence (with liaisons and others)
- Interview transcripts