

STI MYANMAR UNVERSITY

Project Logbook

**Student Name :**

**Student ID :**

**Project Title :**

**Project Supervisor:**

**Course: B.Eng. (Hons) Civil Engineering:**

**Academic Year:**

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# Introduction

* A logbook is detailed account of every phase of student’s project, from the initial brainstorming to the final report.
* Logbook was specially provided for student to record all the activities performed in order to complete the project tasks.
* Keeping logbook is fundamental to monitor and evaluate the student’s attitude, achievement and progress on project in faculty of engineering. Therefore, overall usage of the book is important to be completed by each student.

# Important Notice to Students

1. Students should show their logbooks to their supervisors regularly as a basis for discussing their progress.
2. Meetings with supervisors, but also meetings with laboratory technicians and laboratory sessions, any other advisors, meetings with engineering companies and any notes taken during these should be entered into the logbook.
3. Logbook should also include dated and signed records of meetings with supervisors, and any other advisors, personal communications with other informants you may have contacted etc., meetings with engineering companies etc.
4. The logbook belongs to the faculty. It must be submitted together with final project report for evaluation purposes of student work.

Unit Coordinator

U Myo Min Hlaing

(logbook is approved regarding the course team meeting on 16th March 2020)

# **Brainstorming /ideas for the project**

Provide a list of topics or problems that you might investigate, within this topic and your thoughts /comments about these. **Evidence of hand drawn sketch plan** should address in this section. **Each activity should record with date and time.**

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# **Literary Research**

For each literary research session, **write the name of the library, the date, and the time visited**. Adequate and traceable records of all sources of information and data (e.g. papers, textbooks, standards, manuals, personal communications, etc.). **List the resources you examine.** Record all necessary information to make a citation (see list of References and information required for each citation). This will be very helpful and time saving when you are writing up your project.

# **Evidences Section**

Evidence of site visit, risk assessment, health and safety aspects etc. which are important to project execution should address in this section. Photos can also address as evidence. **Each activity should record with date and time.**

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# Meetings (Supervisor/ Lab technician/advisors etc.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Discussion Topics | Supervisor Comment /  Lab Technician/  Advisors | Consulting  Date /Time | Lab Technician/  Advisors /supervisor’s Signature | Student’s  Signature |
|  |  |  |  |  |  |

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# Progress Diary

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NB:

* Sign and date every entry.
* The logbook must be handwritten.
* No electronic signature is acceptable.