



Project meetings

- **Key things to follow**

- Choose meeting time/place suitable to all members.
- Review progress and set new tasks.
- Ensure clarity and acceptance of expectations (actions).
- Active listening/discussions/communications
- Create minutes.



Documentations

- Maintain **Work (Log) Book**
- Write and prepare **Report**

Log book:

To keep a written record of everything thought, discussed, done and planned, e.g. *Warman short memos (see course outline)*

Report:

- To inform and share with others
- Shows definition, logical analysis of a problem, solutions, recommendations
- Words and graphics are used to communicate
e.g. Warman report (see course outline)