ENTREPRENEURSHIP MQF LEVEL 4
REFLECTIVE JOURNAL

The Reflective Journal is intended to allow the student to:

- *Log in the business processes and decisions taken by the group (this should include for example meeting minutes, tools used to generate business ideas, methodologies, and results together with a brief justification of the chosen idea)*

- *Log in and reflect upon the entrepreneurial experience, group dynamics and self-development route from initial stage of idea generation to project completion.*

- *Log in the meeting discussions and way forward.*

- *The Reflective Journal should be in a written or electronic format and could be augmented with images and videos where possible.*

- *For a complete learning experience students are expected to continue compiling the Reflective Journal throughout the whole entrepreneurial experience.*

STUDENT DETAILS

ID Number	<#######A>
Name & Surname	*<Name & Surname>*
Institute	*<Institute Acronym>*
Course	*<Course Code >*
Class	*<Class Code >*
MCAST Email Address	*<Name.Surname.Code@mcast.edu.mt>*
Team / Business Name	*<Name of Team or Prospective Business>*
Team Representative Details	ID Number: <#######A> Name & Surname: *<Name & Surname>*

SECTION A – MEETING MINUTES

USED FOR RECORDING MINUTES OF TEAM MEETINGSS

Notes:

This section can be replicated and recorded and filed in date order.

Any additional notes, blogs, multimedia items can be added by posting the link in the Meeting Discussion Section below as appropriate.

For additional tasks simply insert new rows as appropriate.

Venue of Meeting	*<Venue of Meeting - It is being recommended that Teams meet at the MCAST Entrepreneurship Centre>*	Date & Time	*<dd/mmm/yyyy> / <hh:mm>*

MEETING DISCUSSION

Task[1] (Number & Name)	Discussion	Way Forward (actions to be taken)	Deliverable/s (Actions to be completed)	Date Due
<## Task Name >	*<List the salient points of the discussion>*	*<List the decided way forward and actions to be taken>*	*<List the deliverables to be completed>*	*<dd/mmm/yyyy>*

TEACHER'S COMMENTS *(where applicable)*

*This area shall be used by the Mentor to write his/her comments **if and where applicable.***

SCHEDULE FOR NEXT MEETING

Venue of Next Meeting	"<Venue of Next Meeting e.g. MCAST>"	Date & Time	*<dd/mmm/yyyy> / <hh:mm>*

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[1] *Refer to Appendix A*

SECTION B – DISCUSSIONS & REFLECTIONS
USED FOR RECORDING PROCESSES, DECISIONS AND PERSONAL REFLECTIONS

Notes:
This section can be replicated and recorded and filed in date order.
Any additional notes, blogs, multimedia can be added by posting the link in the Student's Comments Sections below as deemed appropriate.

Date	*<dd/mmm/yyyy>*

STUDENT'S COMMENTS

BUSINESS PROCESS / TEAM DECISION / PERSONAL REFLECTION *(delete as appropriate)*
DISCUSSION
<Enter any pertinent notes you feel are important to record in this section>
REFLECTION
<Enter any reflections or ways on how one can improve the current scenario>

Section C – FINAL COMMENTS

Used for Recording the Student's Final Comments and Reflections

Note: *This section shall only be used once and placed at the end of the Reflective Journal.*

Student's Comments (Enter any overall comments and/or final reflections you feel are important highlighting your Entrepreneurial Experience)

<Enter any overall comments and/or final reflections you feel are important to be recorded in this section>		

Student's Name & Surname	Signature	Date

ASSESSMENT

ASSESSOR'S COMMENTS & FEEDBACK

<Assessor's Feedback / Comments>		
FINAL MARK		
Name & Surname of Assessor	**Signature**	**Date**
Name & Surname of Verifier	**Signature**	**Date**

Appendix A: List of non-exhaustive Tasks

Note: This is a non-exhaustive list of tasks to be used as a general guide

1. Generation of Business Ideas:
    - *1.1 Business Opportunity Identification*
    - *1.2 Generation of different ideas*
    - *1.3 Evaluation of the ideas generated (final selection and why you discarded the other ideas?)*

2. Conduct Research:
    - *2.1 Design of questionnaire: objectives, design method, sampling, etc.*
    - *2.2 Testing on small sample*
    - *2.3 Implementation (Collection of Data)*
    - *2.4 Interpret the data collected to useful information*
    - *2.5 Conducting the Interview/s*

3. Compiling the Assignment
    - *3.1 Operations: including SWOT analysis to support own entrepreneurial idea objectives, and identifying the areas of main risk*
    - *3.2 Business Legal Entity Status*
    - *3.3 Human Resources*
    - *3.4 Market Research: competitor and market analysis so as to assess the viability of own idea*
    - *3.5 Marketing: a marketing plan, including all the marketing tools available*
    - *3.6 Finance: the required financial workings for the business start-up*

4. Preparation for the 'Sales Pitch' – the Presentation.