**Entrepreneurship MQF Level 6
Logbook / Reflective Journal**

*The Logbook / 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 with the mentor/s.*
* *The logbook should be in a written / electronic format and could be augmented with images and videos when possible.*
* *For a complete learning experience students are expected to continue compiling the logbook throughout the whole entrepreneurial experience.*

# Student Details

|  |  |
| --- | --- |
| ID Number  | brian warrington |
| Name & Surname | brian warrington |
| Institute | brian warrington |
| Course | brian warrington |
| Class | brian warrington |
| MCAST Email Address | brian warrington |
| Main Contact Number | brian warrington |
| Group Number  | brian warrington |
| Team / Business Name | brian warrington |
| Team Representative Details | ID Number: brian warrington Name & Surname: brian warrington |

# Section A – MEETING MINUTES *Used for Recording Minutes of Team Meetings or Meetings with the Mentors*

# *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 | brian warrington | Date & Time | brian warrington/ brian warrington |
| --- | --- | --- | --- |
| *Meeting Discussion*  |
| Task[[1]](#footnote-1) (Number & Name) | Discussion | Way Forward (actions to be taken) | Deliverable/s | Date Due |
| brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| *Mentor’s Comments (where applicable)* |
| *This area shall be used by the Mentor to write his/her comments* ***if and where applicable.*** |
| *Mentor’s Endorsement* |
| Name & Surname | Signature | Date  |
|  |  |  |
| *Schedule for Next Meeting* |
| Venue of Next Meeting | brian warrington | Date & Time | brian warrington/ brian warrington |

# 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  | brian warrington |
| --- | --- | --- |
| *Student’s Comments* |
| Business Process / Team Decision / Personal Reflection *(delete as appropriate)* |
| *Discussion* |
| brian warrington |
| *Reflection*  |  |
| brian warrington |
| *Mentor’s Comments (where applicable)* |
| *This area shall be used by the Mentor to write his/her comments* ***if and where applicable.*** |

# 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 Log Book.*

| *Student’s Comments* |
| --- |
| brian warrington |
| Student’s Name & Surname | Signature | Date  |
|  |  |  |

# ASSESSMENT

| *Assessor’s Comments & Feedback* |
| --- |
| brian warrington |
| 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. *Business Opportunity Identification*
	2. *Generation of different ideas*
	3. *Evaluation of the ideas generated (final selection and why you discarded the other ideas?)*
2. Conduct Research:
	1. *Design of questionnaire: objectives, design method, sampling, etc.*
	2. *Testing on small sample*
	3. *Implementation*
	4. *Interpret the data collected to useful information*
3. Compiling the Business Plan
	1. *Operations: including SWOT analysis to support own entrepreneurial idea objectives, and identifying the areas of main risk*
	2. *Business Legal Entity Status, Human Resources*
	3. *Market Research: competitor and market analysis so as to assess the viability of own idea*
	4. *Marketing: a marketing plan, including all the marketing tools available*
	5. *Finance: the required financial workings and break-even for own business start-up*
	6. *Funding, Licenses & Permits, Location and Risk assessment*
4. Producing the prototype or concept model of the product or service in order to sell own business idea in a sales pitch.
5. Preparation for the sales pitch based upon real product or service prototype.
1. *Refer to Appendix A* [↑](#footnote-ref-1)