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| **Process Log** | Demonstrates outstanding organisation, time management, quality of collaboration, engagement and research. Reflects critically on both process and performance. | Demonstrates solid organisation, time management,quality of collaboration, engagement and research. Reflects thoughtfully on both process and performance. | Demonstrates adequate organisation, time management, quality of collaboration, engagement and research. Reflection on process and/or performance may be descriptive. | Demonstrates weak organisation, time management, quality of collaboration, engagement and research. Reflection is descriptive or inadequate. | Demonstrates failure of organisation, time management, quality of collaboration, engagement and research. Reflection is completely lacking or irrelevant. |

**Part 1**. To be completed **before** the performance

1. **Time Management and Organisation** (c. 400 words)

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| **Date / Time** | **Type of Activity** | **Absentees** | **Reason for absence** | **Agenda** | **Individual Actions Arising** |
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**Total group hours spent:**

1. **Annotated Bibliography.** Write a short summary (50-60 words) of the main argument made in up to 3 items you personally researched. List up to 7 additional items researched by other group members without annotation. Bibliography should be in MLA format.
2. **Quality of Collaboration.** Offer a brief (no more than 75 words) summary of delegation and group dynamics, noting how roles and tasks were allocated and how individual responsibilities were coordinated.
3. **Statement of aims and objectives.** (no more than 3 bullet points or 300 words)

**Part 2. To be completed AFTER the performance.** 600-750 words in continuous academic prose.

Your critical reflection should provide an analysis of the critical and creative context and aims of the piece. It should also reflect critically on both the performance’s success in achieving those aims and the process that created the piece. Some questions to consider: How did you draw on specific piece(s) of research and integrate them into your own work? Was research undertaken at the right point(s) in the process and were there any gaps in the research undertaken? What changes to the process might have improved the performance?