**Statistical Consulting Meeting Report**

**DDMMYYYY**

**Statistical Consulting Meeting Report for A. Client**

R. Student 1

**Abstract**

Insert executive summary.

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**1. The Problem**

Briefly describe the problem.

**1.1 Background**

Briefly describe the background including an established or accepted method of analysis.

**1.2 Project Status**

What is the status of the project? Is it in the planning stage? Has any data been collected?

**1.3 Project Aims**

What are the aims and hypotheses associated with the study? Are the client’s objectives commensurate with the results that can be obtained from a statistical analysis?

**1.4 Client Expectations**

What does the client expect from the consultants? Advice, data management, data analysis (e.g. error checking), statisti- cal analysis , report writing, timeline.

**2.2 Statistical Methodology**

What statistical methodology will be used to achieve the sta- tistical objectives?

**3. Afterword**

What is the intended use of the results? For example, publish an academic paper, use analysis to make a decision, use the analysis to plan another study. Does the intended use depend on the results of the analysis (e.g., if the results are statistically significant then a manuscript will be written and submitted; if the results are not statistically significant then no manuscript will be written). Explain how addressing the statistical issues will achieve the intended use.

**Acknowledgments**

So long and thanks for all the fish [1].

**References**

[1] A. J. Figueredo and P. S. A. Wolf. Assortative pairing and life history strategy - a cross-cultural study. Human Nature, 20:317–330, 2009.

**2. Statistical Issues**

**2.1 Statistical Objectives**

Identify the statistical objectives and describe how these ob- jectives will satisfy aims of the project.