



AC297r Midterm 1 Requirements

This document lays out everything we expect from teams for Midterm 1. Here is an overview of the deliverables that are expected. Below we explain what every deliverable means. Also, don't forget to fulfill organizational requirements mentioned below!

Summary of deliverables

Due date: **Sunday 2/26/2017 at 11:59pm**

- Upload Scope of Work document to Canvas
- Upload presentation in PDF to Canvas
- Upload all code and visualizations to Canvas
- E-Mail progress report (with SoW attached) to partners and upload it to Canvas
- Finish peer evaluation before deadline

1. Organizational requirements

Meeting with Partner

Before Midterm 1, every team needs to have had a meeting with their partner at least once.

Roles

Students should have discussed their respective roles and responsibilities within the project. Optionally, this may be documented in an agreement.

Communication

Teams need to have established the way they communicate, such as Slack or e-mail lists. In addition, teams are advised to establish a method for keeping track of issues and to do points, such as Asana, Trello or Azendoo. Please add your TF and Pavlos to your communication method of choice and the issue tracker, so they stay informed of what you are up to.

2. Scope of Work Document

As was mentioned in Isaac's presentation, it is critical for the organization of your project to have a well-defined scope. Therefore we provided you with a template of a Scope of Work (SoW) document, in which you are expected to report on:

- Some background info about the partner and your project.
- The problem statement you chose.
- The resources you have available to solve this problem (including data sources)
- The deliverables you expect to build, plus perhaps some 'nice-to-haves'
- A timeline containing a planning of the project.



Make this document in agreement with the partner, so that you and the partner are on the same page.

This document is not set in stone, so you can make changes along the way if needed. Do let the TF know if you want to do so, so we can help you overcome your obstacles.

This deliverable needs to be uploaded to Canvas.

3. Tentative Data Exploration

In order to assess the scope of the project, you will need to have collected your data from the partner or elsewhere, and have performed some initial data exploration and interpret . We ask you to do so, because getting familiar with the data is essential for determining what's possible in the project and what not. Document this with code and some visualizations (e.g. a pdf of a notebook).

This deliverable needs to be uploaded to Canvas.

4. Progress Report to Partners

Write a summary of what you have done and accomplished to so far, and tell the partner what you intend to do next. This need not be long (2 page max!).

E-mail this report with the final Scope of Work document attached to the partner, and upload the progress report to Canvas.

5. Peer Evaluation

You will be asked to evaluate a Midterm presentation of another group. Obviously, it is required to attend this presentation, and fill out the evaluation form before the deadline. The link to the evaluation form will be sent to you in due time.

Fill out the peer evaluation before the deadline.