Project Scorecard
AI Studio Sprint #2

KPMG
Alice Liu, Shoya Dixon, Melina Tsai, Ana Maria Rodriguez, Wang Xiang, Rachel Tong

Scorecard Key and Instructions

- <u>Overall Status</u>: This can be green, yellow, or red. Green indicates that the project is on track. Yellow indicates that the project *may be* at risk. Red indicates that the project *is* at risk.

- <u>Project Milestones</u>: Indicate the status for individual Milestones using *green* (Milestone is on track or already completed); *yellow* (Milestone may be at risk for completion by the Target Date); or *red* (Milestone is at risk for completion by the Target Date, or the Target Date was missed). A description of each Milestone is provided in the Appendix of this document for reference.

  - You do not need to fill in the status for future Milestones (e.g., for your Sprint #2 Scorecard, you do not need to fill in a status color for "4. Modeling and Evaluation" or "5. Iterate and Prepare Your Presentation", since these two Milestones correspond to later Sprints)

- <u>Recent Accomplishments</u>: Highlight your team's recent project "wins".
- <u>Upcoming Activities</u>: List your team's action items for the next Sprint / next two weeks ahead.
- <u>Issue Tracking</u>: Describe the issues and blockers that your team is facing.

Sprint #2 Project Scorecard (due 09/18)

Overall Status:
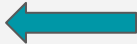
Fill with green, yellow, or red!

PROJECT MILESTONES

Milestone *(See Appendix for description)*	Target Completion Date	Status
1. Team Building	08/19	🟩
2. Business Understanding	09/04	🟩
3. Data Understanding and Preparation	10/09	🟨
4. Modeling and Evaluation	*11/06*	⬜
5. Iterate and Prepare Your Presentation	*12/04*	⬜

RECENT ACCOMPLISHMENTS

- 1st draft research for determining locations of gas stations
- Completed business understanding research
- Determined Dallas as a location for this project, and our user persona is for private sectors.
- Met up Challenge Advisor, set up bi-weekly meetings with TA.

UPCOMING ACTIVITIES

- Think about what would motivate/be important to private companies.
- Finding/picking more data sets
- Finding data and start cleaning them. This includes the following:
  - EV Owner Demographics
  - Geographical Features
  - Current EVCS
  - Market Analysis for EV

ISSUE TRACKING

Issue	Our Plan to Address	Help Needed from AI Studio TA / Challenge Advisor
Time management with academic work	Set deadlines	Ask TA experience for working on projects while balancing school work.
Finding data	Ask for help--teamwork collaboration Examine it from a different angle	Would ask TA after the team (as a whole) can't find or need help with looking at it from a different angle.
[Your text here]	[Your text here]	[Your text here]
[Your text here]	[Your text here]	[Your text here]

Sprint #2 Project Scorecard (due 09/18)

BREAK THROUGH TECH

RECENT ACCOMPLISHMENTS

- [Your text here]
- [Your text here]

UPCOMING ACTIVITIES

- [Your text here]
- [Your text here]

ISSUE TRACKING

- [Your text here]
- [Your text here]

Appendix: AI Studio Project Milestones

Milestone #1: Team Building

Team Objective

1. Get to know each other and how you will work together effectively this Fall

Deliverables

❑ Submit completed Challenge Advisor Meeting Prep document (due 08/17)
❑ Submit completed Team Alliance document (due 08/19)

To-Dos

❑ Schedule and send calendar invites for recurring weekly team meetings with project team
❑ Set up collaborative work environments (e.g. Google Colab, Trello, etc.)
❑ Attend the introductory Challenge Advisor meeting

Milestone #2: Business Understanding

Team Objective

1. Build "business sense" for your AI Studio project and align on project expectations with your Challenge Advisor

Deliverables

❑   Submit completed Project Scope and Deliverables document (due 09/04)
❑   Submit signed CSP agreement (individual student submission) (due 09/04)

To-Dos

❑   Schedule and attend second virtual Challenge Advisor meeting (to review Project Scope and Deliverables doc)
❑   Schedule and send calendar invites for recurring biweekly meeting with Challenge Advisor (virtual)

Milestone #3: Data Understanding and Prep

Team Objective

1. Preprocess your raw data for subsequent modeling

Deliverables

❑ Submit completed Project Scorecard for Sprint #2 (due 09/18)
❑ Submit completed Project Scorecard for Sprint #3 (due 10/09)

To-Dos

❑ Complete exploratory data analysis (EDA) to perform statistical and descriptive analysis
❑ Utilize data visualization techniques to understand and clean up your data
❑ Clean your data to eliminate data that is non-representative of the problem you're solving
❑ Complete feature engineering to prepare your data for your intended ML models

Target Completion Date:
October 9th

Associated Sprint(s):
- Sprint #2 - Data Understanding
- Sprint #3 - Data Preparation

Milestone #4: Modeling and Evaluation

Team Objectives

1. Choose appropriate model candidates and evaluation metrics
2. Utilize feature selection and hyperparameter techniques to get a better performing model

Deliverables

- ❏ Submit completed Project Scorecard for Sprint #4 (due 10/23)
- ❏ Submit completed Project Scorecard for Sprint #5 (due 11/06)

To-Dos

- ❏ Select and train at least THREE candidate models for your problem with varying complexity
- ❏ Choose model evaluation metrics to evaluate how well each model performs on validation data
- ❏ Select the best-performing model and evaluate how it performs on new test data
- ❏ Use feature selection and hyperparameter tuning to maximize model performance

Milestone #5: Iterate and Prepare Your Presentation

Team Objectives

1. Iterate on your data preparation to improve your selected model
2. Prepare your final presentation to your Challenge Advisor and company

Deliverables

- ❏ Submit completed Project Scorecard for Sprint #6 (due 11/20)
- ❏ Complete dress rehearsal of final presentation (due 12/04)
- ❏ Submit final presentation (due 12/04)

To-Dos

- ❏ Revisit and improve your data and/or create new features to improve model performance
- ❏ Document your final system to ensure that it can be read and improved by a future user
- ❏ Draft and rehearse your final presentation and incorporate feedback to continuously improve