# MASTER TODO LIST
## Team "LOWTECH"

### Class: CS & AI

# WORK BREAKDOWN

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| *CEO - SWANIE* | • Setting strategic direction for the whole team and making some important decisions<br>• Planning different stages and assigning tasks according to team member's strengths and expertise<br>• Making sure the project progress goes smoothly as planned<br>• Guiding other members and solving problems<br>• Being a communicator who presents questions to the teacher |
| *CIO - BAOCHI* | • Receiving every member's files and documents, for example, personal logs<br>• Arranging and submitting assignments on Lexue, such as PPT slides, Word documents, videos, quizzes, games, etc.<br>• Staying updated on notifications of new stages for the group project on Lexue, especially the due date in order not to be late |
| *CTO - DARA* | • Paying attention to the tools and technology used<br>• Searching for useful tools that could help the team project in some phases, for example, AI creating logos, editing video apps,...<br>• Suggesting team members with helpful tools or websites |
| *Writer and Tester - LIAM* | • Building the structure of scripts, PPT slides<br>• Taking notes of regular meetings, project drafts or discussions and sharing in group chat<br>• Checking the content in other members' assignments and then giving feedback |
| *Designer - HARVIE* | • Finding suitable templates for designing things<br>• Editing PPT slides with fantastic animations and effects<br>• Making project assignments engaging and well-organized<br>• Sharing premium account for group designing |
| *GROUP* | • Getting on well with each other, trying not to lose temper when discussing<br>• Keeping track of the project progress in each stage<br>• Being willing to learn from others and give our viewpoints and comments on the project<br>• Preparing tasty food when meeting 🥰 |

# DETAILED TO-DO LIST

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| *PLANNING - MODULE RESEARCHING* | ☐ Create a WeChat group for contact<br>☐ Holding the first meeting<br>☐ Clarify project goals and objectives, define key deliverables<br>☐ Select a module among the five ones given by the teacher (BIG DATA & CONNECTIONIST AI)<br>☐ Divide project roles and responsibilities<br>☐ Set a plan for different phases<br>☐ Take the very first look at the module generally<br>☐ Truly understand what the team is going to work on<br>☐ Research for foundational concepts about the modules following the divided parts |
| *DATA COLLECTION - PREPROCESSING* | ☐ Identify information resources: textbooks, Youtube videos, ChatGPT, Wikipedia, Google websites...<br>☐ Divide the module into areas and aspects for easier researching<br>☐ Try our best to find the information about the modules that meet these demands: accurate, covering wide enough aspects<br>☐ Submit the documents to the tracking sheet before due date<br>☐ Hold regular meetings to share information and the next steps<br>☐ Share with others what researched and prepared<br>☐ Give feedback to each other, work on the data one more time according to other members' comments<br>☐ Brainstorm the structures of the next assignments, put all information found in a logical and organized way<br>☐ Make a Word script document for PPT slides and videos |
| *MODEL DESIGN - IMPLEMENTATION* | ☐ Design PPT slides and video tutorials, making sure that they are all engaging and well-structured<br>☐ Divide tasks in more detail for each member<br>☐ Support others with particular work stuff like designing, recording, editing, voiceover...<br>☐ Hold meetings every week, about 2-3 times<br>☐ Keep track of the project progress carefully on Google Sheet, complete things with personal status<br>☐ Hand-in the assignments on Lexue before the deadline |
| *FINAL PRODUCTION - TESTING* | 1. PDF Slides (submitted in the previous phase)<br>2. Study Guide<br>☐ First structure the study guide (similar to writing a book for beginner)<br>☐ Study guide should be separated into different chapters in a logical way, covering a big picture with a wide range of aspects (but not that really deep)<br>☐ Design it to be engaging, interesting, good-looking<br>☐ The length should be 100 pages on average if we can manage well |

3. Lexue materials
- [ ] Brainstorm the structures of files uploaded on website
- [ ] Create module-related materials like quiz, game, videos tutorial

What should we do to approach these things as well as possible?

- [ ] Browse through all the materials on Lexue by previous students
- [ ] Understand the keypoints and note down important things
- [ ] Be creative and enthusiastic at all time
- [ ] Try to explore new things, for example, make attempt to coding a game
- [ ] Hold regular meetings for better understanding other members and tracking the progress