IP3 KICKOFF

Group number: A.H.03   Our team is also called: heartfull

Get to know your team members. Fill out the table. Mention skills, e.g., programming experience, organizational talents, writing, handling deadlines. Also be fair about your weaknesses, e.g. did not pass a relevant course, etc.

who	strengths/skills	weaknesses
Ruben	Quite some Python experience	Communication
Konstantinos	Experience with Machine Learning	Punctuality
Arinze	Python experience, communication	Availability outside lab hours
Gerrald	Quite some programming experience	Perfectionism

Define roles for each group member. For each role, also define that role. Roles can be reevaluated and reassigned at some point. Typically at some point you split up in subgroups each with 2 members. Are those subgroups clear already?

role	who	define responsibilities
Team captain	Ruben	Making everyone collaborate, …
Secretary	Gerrald	Time keeping, recording decisions, submitting documents, …
System engineer	Kostas	Designs the overall solution, ensures important aspects are not overlooked; keeps track of specs

Meeting assistant	Arinze	Coordinating meetings

When are the roles evaluated/redefined again? After midterm

Collaboration tools. You will need tools to communicate, share documents and programs, etc.

what	options	how used
Communication	Whatsapp & Discord	Send a message, use whatsapp for announcements, discord for discussions
Document sharing	GitHub	One repository fits all
Code sharing	Github	One repository fits all
Meeting planners/calendars	Trello	

Who will set up these tools? Gerrald

Project management. You will need daily moments to synchronize, brainstorm (especially in the beginning), discuss results, and check your planning. Make a plan for this!

An appendix in the Manual has some information on Scrum project management. Would that be useful? Yes.

Team dynamics. IP3 builds up towards the BSc thesis project, where a problem is given, but the structure is very open and there are potentially many ways to reach the goal. You will experience that some people thrive on this and show great

ambition, others function better when a short-term target and deadline is very precisely defined or clear. Frustrations can build up easily. It is important to recognize when this happens, and to address the issue. There is a real risk that one person takes up all the work, and that one or two people get side-lined and don't function in this team. The real (hidden) study goal of IP3 is to experience that real team-work is not easy!

It may also happen that someone is not committed to this project, or has a "lazy" tendency (as perceived by the others). A peer review system at the end of the project allows you to judge each other, with potentially significant impacts on your grade. But better address this much earlier, when there is time to change behavior (or define roles which better suit a "nonperforming" team member).

In your planning, reserve moments where you reflect on this. (You will also be asked to discuss this in your reports.)

When is the first deliverable due? 21 November, kickoff document

Do you need to include the Python code? Yes / **_No_**

What is the schedule for week 5 (midterm exams)? We still have 8 lab hours, with one exam on Monday.