

MentorMatchAI Workshop: Submission Guidelines

To ensure smooth progress tracking and feedback, please adhere to the following submission guidelines throughout the MentorMatchAI Development Workshop.

General Submission Rules

- **Daily Submissions:** All teams are required to submit their work at the end of each workshop day.
- **Google Drive:** Submissions will be made via a designated Google Drive folder. Your instructor will provide the specific link and folder structure.
- **File Naming:** Please use clear and consistent file naming conventions. For R scripts, `your_team_name_dayX_feature.R` (e.g., `frontend_day1_landing_page.R`) is recommended. For documents, `your_team_name_dayX_document_name.md`.
- **Code Comments:** Ensure your R code is well-commented, explaining complex logic or non-obvious parts.
- **Readability:** Strive for clean, readable code. Follow R style guides (e.g., Tidyverse style guide).
- **No Personal Information:** Do not include any real personal information in your submissions.

Daily Submission Checklist

At the end of each day, your team should submit the following:

Day 1: Landing Page Design & Questionnaire Planning

- **Frontend Team:**

- Your modified `app_enhanced.R` file containing the redesigned landing page UI and any associated CSS within `tags$head()` .
- **All Teams (Cross-functional):**
 - A document (e.g., `day1_questionnaire_proposal.md`) outlining your team's proposed questions for both student and mentor questionnaires, following the specified format in Ticket UX-001.

Day 2: Data & Database Design

- **All Teams (Cross-functional):**
 - A document (e.g., `day2_final_questions.md`) listing the final, agreed-upon questions for both student and mentor questionnaires, including their technical specifications (Shiny input type, required/optional).
- **Frontend Team:**
 - Your modified `app_enhanced.R` file containing the redesigned multi-step questionnaire modals for students and mentors.
- **Backend Team:**
 - Your `db_migrations.R` script (or similar) containing the SQL commands for updating the database schema.
 - Your modified `app_enhanced.R` with updated server logic for processing and saving data to the new database schema.
- **AI Development Team:**
 - Your `dummy_data_generator.R` script.
 - Your `semantic_recommender_prototype.R` script, demonstrating the core matching logic with dummy data.

Day 3: Integration & Email System

- **Frontend Team:**

- The HTML email template file (e.g., `email_templates/mentor_match_newsletter.html`).
- The R script containing the `render_mentor_match_email` function.
- **Backend Team:**
 - The R script(s) containing the `check_mentor_availability` , `queue_student_for_matching` , and `process_pending_matches` functions.
 - Any updates to your `db_migrations.R` related to the `pending_matches` table.
- **AI Development Team:**
 - The R script(s) containing the `generate_mentor_matches` and `calculate_semantic_similarity` functions, integrated with the SQLite database.

Day 4: Testing, Tweaking & Admin Dashboard

- **All Teams (Cross-functional):**
 - Your `test_suite.R` file.
 - A brief report (e.g., `day4_testing_report.md`) summarizing tests run, bugs found, and resolutions.
- **Backend Team (and relevant others):**
 - Updated `db_migrations.R` with new index creation statements.
 - Any R scripts implementing caching mechanisms.
- **All Teams (Optional - if completed ADM-001):**
 - `admin_dashboard_ui.R` and `admin_dashboard_server.R` files.
 - Instructions on how to access the admin dashboard (if authentication was implemented).

Final Project Submission

At the very end of the workshop, you will submit your complete project.

- **Zipped Project Folder:** Create a single `.zip` archive of your entire `MentorMatch_Workshop` project folder.
- **Contents:** This archive should include all your R scripts, database files (`.sqlite`), HTML templates, and any other files created or modified during the workshop.
- **README.md:** Ensure your `README.md` file (provided at the start) is updated to reflect your team's contributions and any specific instructions for running your final application.

How to Submit

Your instructor will provide a Google Drive link. Simply drag and drop your daily submission files or your final zipped project folder into the designated team folder within the shared Google Drive.

Good luck, and happy coding!