Project: Machine Learning

Project instructions

- The project topics will be formulated in an open way to leave space for an individual development of the groups.

- You can ask for guidance during the virtual project meetings with Dr. Beckmann.

- There will be a kick-off meeting with Dr. Beckmann in calendar week 19 (04.05.–08.05.) for each project. To arrange this, one member of each group selects an appointment in the planner 'Kick-off meeting' you can find in Moodle from Friday, 1st May, on.

- Each project group is expected to follow the project management guidelines stated below.

Project management guidelines

- Ensure a reliable and regular **communication** between all members of the group.

- Select a **project manager** who is responsible for the overall project progress and the communication with your customer/client (Dr. Beckmann).

- Split the project into the following traditional **four phases**:

  - **Initiation**: What are the goals of the project? What are possible steps to achieve these goals? What are the risks and assumptions? Write down open questions!

  - **Planning**: Develop a project plan including all tasks and time frames. Declare milestones and estimate the required time for each work package. Identify dependencies and assign the tasks to concrete members of the group. Do not forget to plan the communication within the team and with the costumer/client.

  - **Execution**: Monitor the progress and refine/adjust the project plan. Include reporting to the client and regular team feedback: What worked well? What can be improved?

  - **Closing**: Collect your results and prepare the final project presentation.

  Identifying the goals and developing a solid plan is essential for the success of your project!

- **Document** the progress and break down the **individual contributions** of all members.

- Ensure that everyone knows his/her responsibilities and assign project team **roles**, e.g.

  - resource (time) manager,
  - data set manager,
  - documentation manager,
  - . . .