# COS30045 Data Visualisation

## Assignment 3A: Project standups overview

Credit on Canvas: https://swinburneonline.instructure.com/courses/5629/assignments/50027

## Assignment details

The project standups are short reports that aim to give you experience in talking to a manager and other colleagues whilst also keeping you on track and accountable for your other Assignment 3 activities.

Standup structure

Each standup will detail the requirements necessary for submission and may include:

* Oral report
  + Each team member needs to answer the following three questions:
    - What have you done on the project since it commenced/the last standup?
    - What do you plan to complete before the next standup?
    - What obstacles are you facing in completing your deliverables?
* Short written report of achievements so far and plan for the future
  + List of what you have done since the last standup.
  + Estimate of your contribution in terms of hours and percentage of work completed by the team so far in relation to:
    - finding and working with the data set
    - designing the visualisation
    - contributing to writing up [Assignment 3B: Project process Book](https://swinburneonline.instructure.com/courses/5629/assignments/50028)
    - writing/researching code
    - summary of to-do items before next standup.
* Draft versions of the work completed so far including:
  + current version of data set
  + current version of report
  + current version of code.

Standup outline

The following information outlines the focus and requirements for each specific standup:

**Project standup 1**

The purpose of this standup is to demonstrate that you and your team are ready to start working together. For example, you have created and shared a GitHub repository, opened a communication channel and commenced [Assignment 3B: Project process book](https://swinburneonline.instructure.com/courses/5629/assignments/50028) and [Assignment 3C: Website and visualisation](https://swinburneonline.instructure.com/courses/5629/assignments/50029).

For this standup, each team member will need to provide:

* Time and day of regular meeting
* Summary of tasks to be completed before the next meeting
* Screenshots of you logged into:
  + GitHub repository
  + Communication channel
  + Shared drive/documentation
* Project schedule (estimate of what you will be doing and when)
* Any issues with teamwork.

Each team member needs to answer the questions in the Oral report section and provide the necessary documentation as outlined. This standup is due the **Sunday of Week 8**.

**Project standup 2**

For this standup, each team member will need to provide:

* List of what you have done since the last standup
* Estimate of your contribution (in hours and percentage of work completed by the team so far) to:
  + finding and working with the dataset
  + designing the visualisation
  + contributing to writing up [Assignment 3B: Project process book](https://swinburneonline.instructure.com/courses/5629/assignments/50028)
  + writing/researching code
* Summary of tasks to be completed before the next meeting
* Any issues with teamwork.

Team members are also encouraged to report on the progress of [Assignment 3C: Website and visualisation](https://swinburneonline.instructure.com/courses/5629/assignments/50029), responding to the outline Oral report questions and providing the necessary documentation. This standup is due the **Sunday of Week 10**.

**Project standup 3**

For this standup, each team member will need to provide:

* List of what you have done since the last standup
* Estimate of your contribution (in hours and percentage of work completed by the team so far) to:
  + finding and working with the dataset
  + designing the visualisation
  + contributing to writing up [Assignment 3B: Project process book](https://swinburneonline.instructure.com/courses/5629/assignments/50028)
  + writing/researching code
* Summary of tasks to be completed before the next meeting
* Any issues with teamwork.

Team members are also encouraged to report on the progress of [Assignment 3C: Website and visualisation](https://swinburneonline.instructure.com/courses/5629/assignments/50029), responding to the outline Oral report questions and providing the necessary documentation. This standup is due the **Sunday of Week 11**.

**Project standup 4**

For this standup, each team member will need to provide:

* List of what you have done since the last standup
* Estimate of our contribution (in hours and percentage of work completed by the team so far) to:
  + finding and working with the dataset
  + designing the visualisation
  + contributing to writing up Assignment 3B: Project process book
  + writing/researching code
* Any issues with teamwork.

Each team member will also be required to submit:

* Current version of report
* Current version of code
* Current version of dataset.

It is assumed that all work submitted for this standup will be almost completed. This standup is due the **Sunday of Week 12**.