

School of Mathematics and Statistics  
Applied Data Science (MAST30034)  
Groups, Attendance, Checkpoints, and Meeting Minutes Instructions

## Project 2 Pre-Release Requirements

Students must have completed the Project 2 Pre-Release Requirements module prior to this.

## Group Members

Fundamentally, group members must belong in their streams. That is:

- Online students may only pair up with other Online students.
- In-Person students may only pair up with other In-Person students.

If you would like to pair up with someone from a different stream, please post it on Discord under the **#looking-for-group** channel under Project 2 for permission.

## Group Attendance

The Project 1 workshops have now finished. Students should now attend the original tutorial they were enrolled where possible.

To gain tutorial attendance, you must satisfy both conditions:

- \* At least 3/5 members must be present at a tutorial corresponding to their streams.
- \* If the majority of members are enrolled in the same tutorial, they **must attend that tutorial**. If there is a tie (i.e 2-2-1 enrollment, then you can attend whichever majority enrolled tutorial with at least 3 members).
- \* If you have gotten permission to partner up with another stream, your group **must** attend the majority stream. If your group is mostly In-Person with one Online member, then please run a Zoom/Discord Call for your weekly standup during the Tutorial.
- \* Any issues, please email Calvin Huang.

This is up to you as a group to manage, and failure to do so will result in a loss of attendance marks. Your tutors will check enrollments to verify this is the case.

## Workshop Overview

Groups are to attend the workshops and treat it as a 2 hour timeslot to:

1. Conduct a meeting standup;
2. Write and upload their meeting minutes to Canvas;
3. and get their attendance and checkpoints marked.

If your group has no further questions and have had your attendance/checkpoints marked, you may leave if you do not wish to continue working on the project.

Your tutor will answer questions where possible, and groups can attend more than one tutorial to ask project-specific questions if need be. Your first point of contact for questions will be Akira on Discord, then your tutors during the tutorials. Please note that questions will only be answered during Business Hours.

## Checkpoints

Every week, your tutors will come around to conduct a checkup on the progress of your groups' project. If your group has not made sufficient progress or you have been unable to complete the task, then you will not get the checkpoint marked off. It is up to the group to convince their Tutor that enough work has been done.

Since the checkpoints are due *at the end of each sprint (week)*, groups earlier in the week should show some form of a plan to have it completed by the end of the week. Your tutors will verify the completion of the task the following week if required.

Extensions for checkpoints will not be possible due to the nature of this project (i.e weekly checkpoints for groups), and this is the reasoning as to why your group must consist of 5 members, no more, no less. This means that even if one of your members is unavailable, there will be other group members to help work on it. If there are issues with workload between members, you can raise this with your tutor and mention it in the Team Review.

You should regard this Industry Project as the equivalent of a casual job or internship, and consider your tutors as your acting technical manager.

## Meeting Minutes

Meeting Minutes must be uploaded to Canvas every week by Friday 17:00 AEST located under the "Project 2 (Industry Project)" Module → "Weekly Meeting Minutes + Checkpoints". This is essentially free marks if groups attend a tutorial, conduct a meeting, write the meeting minutes, and upload them straight after.

If you require an example, then you should see the Mini-Lecture provided or ask during the tutorial. We strongly recommend students write their meeting minutes in a Markdown file.