

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

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## 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 be from the same workshops**. If you would like to pair up with someone from a different workshop, ask your tutor for permission.

## Group Attendance

To gain tutorial attendance marks, your group must satisfy both conditions:

- \* At least 3 members of your group must be present at the tutorial.
- \* If you have gotten permission to have a member from another tutorial, your group **must** attend the workshop with the most number of members.
- \* If there are any issues, please post privately on Ed Discussion.

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 your tutors during the tutorials.

## 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 4-5 members. 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 23:59 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. We strongly recommend students write their meeting minutes in a **Markdown file**.

The following page shows an example of how you might structure meeting minutes. For more details, see the mini-lecture on Canvas.

**Project Title**

Minutes (date / time)

**Group Members:** (list members in attendance)

**Agenda:**

- Topic 1: A few details about first item of discussion
- Topic 2: More details, etc.

**Project Task Allocation:**

- Member 1: e.g. preprocessing, analysis, etc.
- Member 2: ...

**Commitments:**

- Member 1: e.g. mostly free, unavailable on Tuesday, etc.
- Member 2: ...

**Signed:** (list members in attendance) (date)