

# Milestone 1: Problem Identification - To-Do List

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This to-do list is designed to guide our team through Milestone 1: Problem Identification, with a deadline of June 16th. It is based on the `milestone1_initial_steps.md` document and the selected project, "Addressing Student Engagement in Online Learning Environments."

## Phase 1: Team Alignment and Understanding (Target: June 7 - June 8)

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- ☐ **Review Provided Documents:** All team members to thoroughly read `milestone1_guide.pdf` and `project_selection.md`.
- ☐ **Discuss and Clarify:** Hold a team meeting to discuss and clarify any questions on the project, problem statement, systems thinking summary, or research question.
- ☐ **Revisit Planning Documents:** Review and adjust existing group norms, learning goals, constraints, and communication plan.

## Phase 2: Deep Dive into Domain Research (Target: June 9 - June 12)

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- ☐ **Create `0_domain_research` Folder:** Create this folder in our team's GitHub repository.
- ☐ **Divide Research Tasks:** Assign specific sub-topics on "Student Engagement in Online Learning Environments" to individual team members.

- ☐ Online Learning Platforms and Technologies
- ☐ Theories of Student Engagement
- ☐ Metrics and Indicators of Engagement
- ☐ Impact of Disengagement
- ☐ Intervention Strategies
- ☐ Data Privacy and Ethics in Educational Data
- ☐ **Conduct Research and Document Findings:** Each team member to research assigned topics and document findings in Markdown files within `0_domain_research` (include citations).
- ☐ **Collaborate and Consolidate:** Regularly share findings within the team (presentations, shared documents, discussions).

## Phase 3: Synthesize and Summarize (Target: June 13 - June 14)

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- ☐ **Draft Problem Statement:** Refine and finalize our team's problem statement based on `project_selection.md` and domain research.
- ☐ **Develop Systems Thinking Summary:** Collaboratively write the summary of our group's understanding of the problem domain, applying systems thinking.
- ☐ **Refine Actionable Research Question:** Review and make minor adjustments to the proposed research question.
- ☐ **Prepare README.md Content:** Consolidate the finalized problem statement, systems thinking summary, and actionable research question into a single Markdown file for our `README.md`.

## Phase 4: Finalization and Submission Preparation (Target: June 15 - June 16)

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- ☐ **Complete Retrospective:** Conduct a team retrospective for Milestone 1 and document it.
- ☐ **Ensure GitHub Repository Compliance:** Verify:
  - ☐ `0_domain_research` folder contains all background review documents.
  - ☐ `README.md` includes problem statement, systems thinking summary, and actionable research question.
  - ☐ All planning documents are up-to-date.
- ☐ **Create Git Tag:** Create a labeled Git tag for Milestone 1 before the deadline.
- ☐ **Complete Milestone Survey:** All team members to complete the Milestone 1 survey.