

Faculty of Information Technology

FIT3162/3164
COMPUTER SCIENCE /
DATA SCIENCE PROJECT 1

Weekly Project Progress Report Assignment

This document has 4 pages, including this cover page.

**FIT3162 Computer Science/FIT3164 Data Science
Software Project
Semester 1, 2021**

Weekly Project Progress Report

Due Date: Weekly during consultation meetings with supervisors (for Semester Weeks 2 to 11)

Value: 5% of final Assessment

Assignment Type: Individual

Mode of Submission: Supervisors to view and assess during the consultation meetings. (For weeks when there are no face-to-face consultation meetings with Supervisors, students are required to email the weekly progress report to supervisors for assessment before 11pm Saturday (Malaysia time) of each week.)

Learning Outcome targeted

1. Evaluate and select research methods and techniques of data collection and analysis appropriate to a particular project
2. Search, access, and analyse research literature as part of the process of developing solutions to problems
3. Work effectively in collaborative teams
4. Develop and test a substantial piece of software or hardware

Purpose of this assignment

The main purpose of this assignment is to

1. Encourage Students to plan and undertake project execution activities in a regular and consistent manner.
2. Provide Students opportunities to self monitor their progress and recognise early their need to undertake remedial action if their progress falls behind.
3. Allow the Teaching Staff to monitor and feedback on the Student's progress on a regular basis

See Next page for Assignment Specification

Assignment Specification

All Students will be required to report on their activities completed or in progress in relation to their project carried out during the previous week, or since they last met with their Supervisor. Evidence of progress should also be provided as much as possible.

The report will be in the form of a document, eg, Google Doc, Word or text, that will be shown to the Supervisor during the weekly workshop session. The document will show:

1. What activities was undertaken by the student during the previous week, and what degree of completion was reached, if it is a long term activity.
2. If progress is minimal, what was the reason for minimal progress.
3. What does the student plan to do in the following week or until the next scheduled meeting with the Supervisor.
4. If progress was less than planned, what remedial action does the student intend to undertake to make up for falling behind.

Examples of evidence of progress can be: segment of code written, section of report written, notes on research carried out, list of and sample of material collected such as dataset, reading material or other relevant material, notes of meetings. Other evidence may also be presented.

Marking Criteria

This assignment contributes 5% of the mark towards the total mark for this unit.

Students will be assessed on 10 such reports for Week 2 semester.

Therefore each report will contribute 0.5% mark.

The full weekly mark will be awarded if the student is able to show the report document as specified above AND the Supervisor is satisfied that the activities described show adequate progress by the student.

A template is provided below as a suggestion for the report content and format.

Weekly Project Progress Report - FIT 3162/FIT 3164

Name:

Semester Week:

What has been accomplished over the previous week

What degree of completion was reached in comparison to previous week set goal

Optional: What was the reason for failing to meet the set goal

What is the goal set for the following week

Optional: What will be undertaken to make up for missed goal

Use additional space above if required