

Kickstart Meeting Phase 4

OpenSource Research

The Sound of AI

December 27th 2020

Meeting guidelines

- Meeting will be recorded
- Please keep mic muted
- Write questions / comments in the chat
- Q&A sessions at the end

Overview

1. Phase 3 tasks review
2. Research groups announcement
3. Phase 4: Goals and timeline
4. Literature review infrastructure
5. Literature review workflow
6. Trello workflow
7. Research group communication
8. Tasks for Phase 4 (week 1)
9. Next contributors activities

1- Phase 3 tasks review

What was Phase 3 about?

Groups formation

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- Refine selected research topic
- Break down research topic into subtopics
- Appoint Research Coordinators + CoCos
- Create research groups, letting contributors join groups based on interest
- Familiarise with selected topic

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week 1

week 2

ALL TASKS COMPLETED AS PLANNED!

AGAIN

2- Research groups announcement

7

GROUPS

54

CONTRIBUTORS

7

COORDINATORS

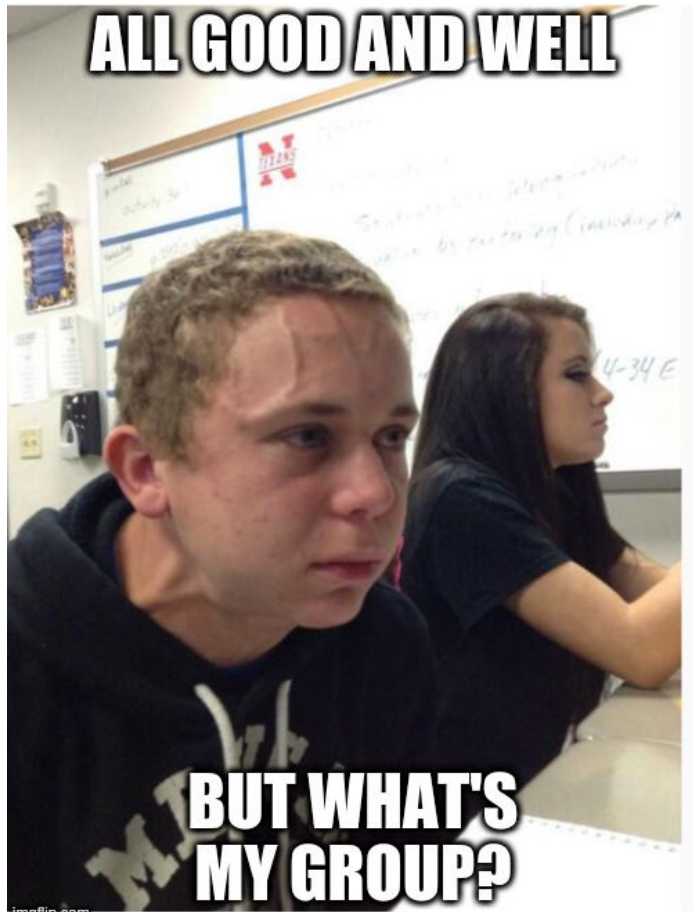
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COCOs

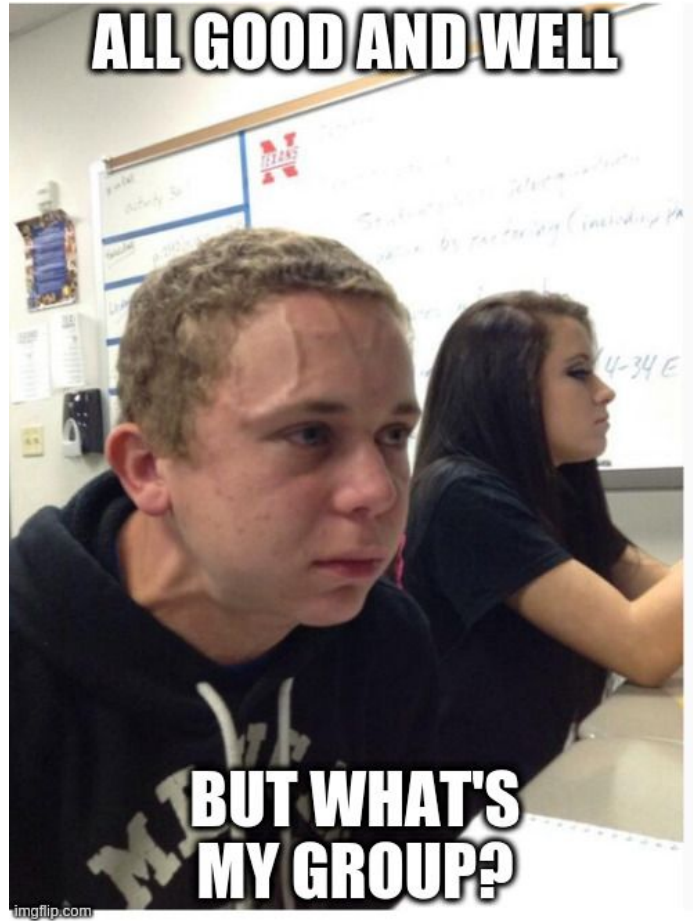
Groups formation process

- Coordinators did a great selection job
- Achieved balanced groups
- Accommodated all expressions of interest by contributors

ALL GOOD AND WELL



**BUT WHAT'S
MY GROUP?**



Research Groups Spreadsheet

Can late-comers join RGs?

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- Yes, but:
 - We don't want to exceed 10 members per group
- We'll devise a strategy for continuous enrollment next week
- Possible strategies:
 - Open new positions in existing RGs, if needed
 - Create new RGs, if needed

3- Phase 4: Goals and timeline

BRACE YOURSELVES



LITERATURE REVIEW IS COMING

Phase 4 schedule

- 3 weeks
- **Start:** Sunday 27th of Dec 2020
- **End:** Sunday 17th of Jan 2021

What are the goals of Phase 4?

- Familiarise with team-members and start working together in a decentralised manner
- Determine what exists in the scholarly literature / industry
- Identify gaps in the scholarly literature / industry
- Create summary of reviewed papers / datasets / technologies

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week 1

week 1 + 2 + 3

week 3

Phase 4 timeline

1. *Sun 27th* - kick-start meeting

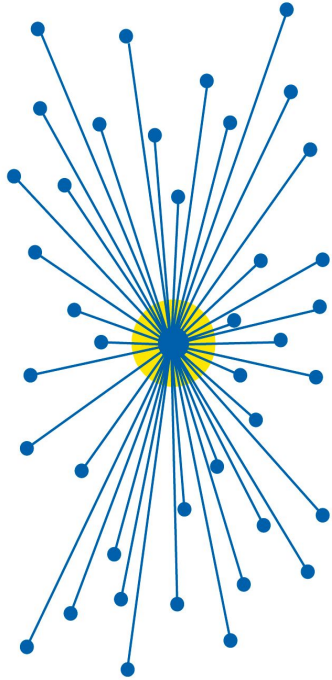
Phase 4 timeline

1. *Sun 27th* - kick-start meeting
2. Mon 28th Dec: Video on how to run literature review

Phase 4 timeline

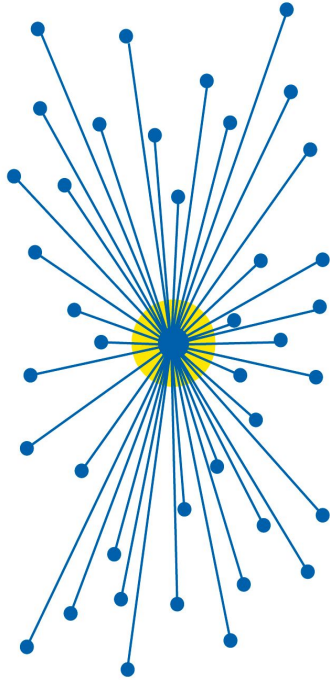
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3. Wed 30th Dec (Mon 28th - Wed 30th): Distributed RG meetings

So far



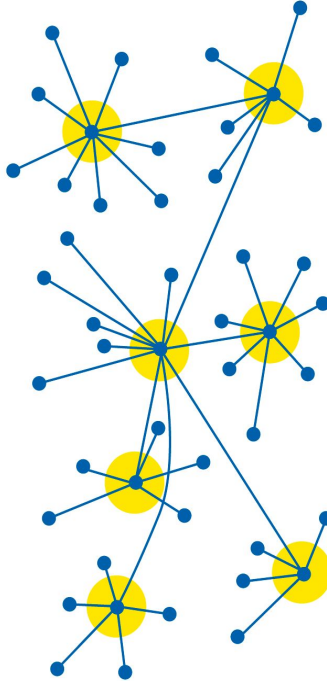
Centralized

So far



Centralized

From now on



Decentralized

Phase 4 timeline

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3. Wed 30th Dec (Mon 28th - Wed 30th): Distributed RG meetings
4. Sat 9th: Mid-term meeting

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6. Sat 16th Jan: Parallel literature discussion on Discord

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7. Sun 17th Jan: Sign-off meeting. Phase 5 kick-off

Learn more about
Phase 4 planning

4- Literature review infrastructure

The elements of the infrastructure

- Literature review master doc
- Resource summary template
- Google Drive literature review folder structure

**WHAT'S THE LITERATURE
REVIEW MASTER DOC?**



**ONE DOC TO
RULE THEM ALL**

Literature review master doc

- Features all reviewed resources organised per RGs
- Managed by coordinators

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Literature review
master doc

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Resource summary
template

GD literature review folder structure

- Root: *LR Master Doc, Resource Summary Template*
- Sub-folders: All research groups
- Put resource summaries in respective RG folders
- Each sub-folder managed by respective RG coordinators

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GD literature review folder

5- Literature review workflow

Step-by-step literature review workflow

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5. Coordinators review *resource summary doc* - leave suggestions, comments:

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4. Team member studies resource and compiles *resource summary doc*
5. Coordinators review *resource summary doc* - leave suggestions, comments:
 - If summary OK -> approved
 - If summary not OK -> contributor should improve it / implement suggestions

Step-by-step literature review workflow

**Contributors can suggest new
resources to check out to
coordinators**

6- Trello workflow

Trello workflow

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2. Contributors work on tasks moving their cards in *to-do*, *doing*, *in review*
3. Coordinator checks card *in review*
 - a. If OK: Approve card, and move it to *done*
 - b. If not OK: send it back to *to-do* with comments





Trello communication

- Add RG labels / phase labels to cards
- For task-related issues, add comments on Trello cards
- Tag contributors in the comments

Trello tips

- Type 'q' to filter the cards you're assigned to
- Type 'f' to filter by label

Learn more about
Trello workflow

7- Research group communication

How can group members communicate?

- Private RG channel on The Sound of AI Slack (one per RG)
- Organise RG meetings on respective RG voice chats on The Sound of AI Discord
- Comments on Trello cards (task-related issues)
- Comments on Google Docs (content-wise communication, suggestions)

8- Tasks for Phase 4 (week 1)

Tasks for all contributors

- Familiarise with [Trello workflow](#)
- Familiarise with [Resource Summary Template](#)
- Watch Valerio's video on how to run literature review (out on Monday 28th)
- Attend first RG meeting (wait for coordinators to schedule meeting)
- Start reviewing resources (wait for coordinators for assignment)

Tasks for coordinators

- Select first batch of resources for literature review and add it to [Literature Review Master Doc](#)
- Organise first RG meeting and assign team members to review resources

9- Next contributors activities

What's next for each RG?

Distributed RG meetings

Schedule TBD

What's next for all contributors?

Phase 4 Mid-term meeting

Saturday 9th Jan @ 2pm CET

