

GUIDELINES FOR COMPLETING TASK 2 (PROJECT) > DELIVERABLE 2

This document is relevant as a guide for the submission of sub-group project proposals to be presented and submitted (as Deliverable 2). A pre-requisite of completing this task is that you belong to a sub-group that has been approved by the teacher, and that you as a sub-group have met and discussed the concept for your project. It is necessary that the preliminary project concept or direction of project has been previously approved and commented upon by the teacher.

A. MEETING IN SUB-GROUPS

Have you met each other in your sub-groups a few times to discuss the preliminary project concept? Did you download and familiarise yourself with the dataset that the teacher has provided (via Blackboard?) Please ensure to do so, and continue brainstorming on the preliminary project concept that was 'green-lighted' by the teacher.

Additionally, also consult the past project examples provided by the teacher on Blackboard — listen to the recorded talks and see how other students have conducted such projects in the past. Once you have done all this, next step should be to document your sub-group discussions in the form of a presentation (see below).

B. PREPARATION OF PRESENTATION (of TASK 2 > DELIVERABLE 2)

GENERAL INSTRUCTIONS FOR PREPARING PRESENTATION OF PROJECT PROPOSAL

Keep the presentation compact, elegant, and to the point. Some tips follow:

- The presentation should be 5-7 mins minimum, and 10 minutes maximum for each-group. Additional discussion or question-answering time will be scheduled, but the sub-group presentation itself should ideally be between the limits: 7 -to- 10 mins.
- Presentations can be prepared using any tool that you like as a group: Powerpoint, Keynote, Google Slides, LaTeX etc.
- The presentation should concretely document the sub-group project proposal such that the title, motivation and project concept, key aims, methods/tools/techniques to be adopted, expected outcomes etc of the proposed project are sufficiently clear to everyone involved. Be concrete, anticipate how you will go about implementing your project. Which elements in dataset you plan to focus on towards conducting your project (some, or all)? Do you already know of some libraries / APIs or software frameworks that you will be using? (You should: please document and justify). Do you know which language you will use to do the programming? Are you visualising

something, if so, how about you sketch your visualisation idea already? Try to already document how team members will share the responsibilities.... In summary, include as much detail as you can about your idea and its execution.

- Remember, compact bullet points and visuals are better than large chunks of text that you will simply read from the slides
- First slide should have a descriptive title of the project idea, full names of the group members (and group number) who prepared the presentation (only those that actually participated and contributed).
- If possible, please do not use fancy slides (except perhaps for Slide 1 if you like); white background and no unnecessary borders and margins etc would be best as this will let you organise your own content wisely (screen real-estate is valuable, and decoration is not necessary). In general, think about the aesthetic aspects of presentation too with respect to organising content systematically (and not just dumping things on the slide).

ON THE DAY OF PRESENTATION

- It is important that all students engage in discussions with the presenting groups.

SUBMISSION OF THE PRESENTATION

The final presentation should be submitted by the deadline as per the instructions provided by the lecturer. All deadlines are provided on Blackboard (Folder: Course Guide: Tasks and Deliverable Timeline).

Think about naming your presentation file appropriately such that the teacher can identify just by looking at the file name.