M2R Second Year Group Project Meeting 2020

The purpose of the group project is to encourage team work and communication skills, required in any kind of research or in employment. The time allowed for the project is short and groups will need to get themselves organised. The mathematical content of each project is important, but so is the process of working with others to produce a report, and to prepare an oral presentation to a strict deadline.

The project counts towards your second year mark, its weighting being half that of a lectured module. But you are reminded that a pass in the group project is required to proceed to the third year in October.

Timing: key dates and deadlines

26 May (9 am): First individual group meetings with supervisors, on MS Teams.

26 May (11 am): Introduction meeting on MS Teams for all students, with Q&A session. (Please watch two videos on Team Working Skills prior to this meeting, available on Blackboard.)
26 May (1pm): Research and Critical Thinking Skills Q&A session on MS Teams. (Please watch recording prior to this, available on Blackboard).
9 June (12noon): Presentation Skills session on MS Teams.
16 June (12 noon): Submission of project reports and pre-recorded oral presentations.

Project Groups

You have been allocated to groups of 4 or 5. These allocations won't be changed (except in extreme circumstances). I hope that nearly everyone has been given a project in either their first or second choice area. But a small number of you may find that your topic is different from anything on their option form.

Due to the current circumstances, communication and organisation within your group will be very important. You should schedule regular meetings (without your supervisor) using suitable virtual meeting tools that work for everyone in your group. Make sure to write up your report as you go. A good solution for collaborative work is the LaTeX editor Overleaf, see https://www.overleaf.com.

Any disputes within a group should be dealt with by the group themselves if possible. If that fails you should contact me or Inkeri. At the end of the project period each group will be asked to hand in a short report giving details of how the work was divided between the members of the group, and of any difficulties which arose.

Supervisor support

You should make sure to arrange regular meetings with your supervisor. As a guideline, you might expect to meet with them for two 30 minute sessions each week. The scope and detail of the project is very much the responsibility of you as a group, but the supervisor will give advice and encouragement, and will suggest suitable reading. Any difficulties with arrangements for supervisions should be referred to me.

Written report

This should be a joint report by the whole group. No part of it should be copied directly from other written material. **The whole group is responsible for ensuring that no part of the report is plagiarised.** If you are concerned that someone in your group may be copying, you should discuss it with them, discuss it with your supervisor, discuss it with me.

The report should be produced using LaTeX. It should have clear organisation, and should include a contents list and a list of references. The suggested length is about 20-25 sides (of double-spaced A4) for a group of 4, or about 25-30 for a group of 5. But these guidelines are not rigid. You can put supplementary material in appendices if you want to.

You will be required to submit your project, by the deadline, electronically on Blackboard, via Turnitin. Only one person from each group needs to do this. In addition to your written report, you should also submit a pre-recorded oral presentation for the whole group (see below for more details).

Referencing

All sources, including web pages, should be fully referenced in the bibliography, and indicated in the text itself. Any help from outside the group should be acknowledged. If you copy text or diagrams from a book or a journal or the internet or another person this **must** be acknowledged in the text, and there must be a corresponding reference in the bibliography. All members of the group are jointly responsible for ensuring that this has been done in all parts of the project. **Reports with inadequate referencing may be penalised or even failed.**

Oral presentations

Due to the special circumstances this year, there will be no live presentations. Instead, we will ask you to pre-record your group presentations. This can be done, for example, by recording an MS Teams session, in which you take turns to voice over different parts of a shared slide presentation. Note that there should be an overall flow to your presentation, it should not be 4 or 5 individual presentations glued together. More guidance on how to create such a recording within MS Teams will be provided in due course. If you cannot use MS Teams, you may choose alternative software solutions. Each group member should aim to speak for about 5 (consecutive) minutes, while also trying to stick to a time limit of 5 minutes.

Your presentation file should be submitted to the same deadline as the written report. Submission will be via Blackboard and Turnitin, with further details on the submissions process to follow in due course.

Grading

Written report (80%)
Presentation – 20%; Contents – 40%; Mathematical Rigour, Initiative and Bonus – 20%
The project will be marked by two members of staff with expertise in the broad area of the project. Usually, every member of the group receives the same mark for the written report.

Oral presentation (20%)
The mark is based on the assessment of the two markers who will also mark your written report. The assessors will award individual marks for each student presenting.

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