**TA3: PUSAKA collaboration meetings: Project #1**

TA3 has six parts! (due dates in parentheses)

0. TA3.0 is identifying the domain expert and scheduling a meeting (23 Feb)

Meet with the domain expert by 27 Feb

1. TA3.1 is the initial meeting summary (29 Feb)

2. TA3.2 is the initial summary of K2-Kuantitatif (7 Maret)

3. TA3.3 is the final project summary report (14 Maret)

4. TA3.4 is an individual survey for each student who participated in the project (17 Mar)

5. TA3.5 is to present your project for the midterm exam (18 Maret)

Note: the assignment for your project #2 will be very similar to this assignment for project #1.

0. Identify your domain expert. Schedule an initial meeting with them.

1. Conduct an initial meeting and subsequent follow-up activities with your domain expert to help them solve their research problem(s) or answer their business or policy question(s).

2. Please record your meeting(s) if possible. If your meeting is held via Zoom, please record the meeting and use the gallery view to see everyone’s video. If your meeting is in person, try to video the meeting using a phone or webcam. Upload the video to the LMS.

3. There are several intermediate milestones to complete your Project #1 assignment.

1. TA3.0 is to complete the first five lines of the collaboration project report (Who are you? Who is the domain expert? When will you meet?)
2. TA3.1: After the initial meeting, complete the full PUSAKA collaboration project report
3. TA3.2: After you have conducted some analyses or provided kuantitatif advice (K2), update the project report with more details for K2.
4. TA3.3: At the conclusion of the project, update the project report, including more details about K3.
5. TA3.4: Complete the individual survey (link to be provided)
6. TA3.5: Your team will present about the project for the midterm exam.

Complete the write-ups as instructed below. All students involved in the project should collaborate to create one TA3.1 document that is sent to the Domain Expert (via email or WhatsApp) and to the course instructors (via LMS). The Domain Expert should comment on the document—making changes as necessary—and indicating that he or she agrees with what is written.

4. Append your initial meeting notes to the TA3.1 document, either by copying and pasting or providing a link to your notes.

6. TA3.3 should also be sent to the Domain Expert for comments and a statement that shared understanding has been achieved.

7. **Complete TA3.4** by filling out this survey (link to be provided):

**PUSAKA collaboration project report**

**Collaborators:**

**Domain expert name:**

**Domain expert affiliation:** (PhD student from AeroSpace Engineering)

**Domain expert contact info:**

**Date of initial meeting (for TA3.0 and TA3.1):**

**Date(s) of additional meetings (for TA3.3):**

**Date of report (for TA3.1, TA3.2, and TA3.3):**

**K1: Kualitatif**

K1 is the project’s initial Kualitatif component, which sets the foundation for the Kuantitatif component of the project (K2) and the implementation of the solution (K3). Specifically, there are seven aspects of K1 relevant for every project.

**A: What is the domain problem?** Be sure to write down their overall research/business/policy goals and their specific scientific questions.

**B: Why is this problem important or interesting?** This should be answered individually by each collaborator on the project: Why is your domain expert’s research/business/policy question interesting to you? If it’s not interesting, make up a plausible reason.

**C: How will the eventual solution be used?** How they will use the answers to their research questions (i.e., what is their intended outcome of the research) and how will this help achieve the overall goal of the project?

**D: What potential data could solve the domain problem? I.e., what data, if it were available and accessible, would help answer the underlying research questions or guide the business or policy decisions?** This is an important hypothetical exercise.

**E: The actual data (only if data have already been collected)**

E1: What data have been collected?

E2: Why were the data collected originally? (For what purpose?)

E3 and E4: When and where were the data collected?

E5: Who or what collected the data?

E6: How were the data collected? With what instrumentation/methods?

**F. What may be the Kualitatif relationships between variables, for those observed and unobserved?**

**G: Which types of statistical analyses or techniques might be most useful to the domain expert?** **Which would not be useful?**

**K2: Kuantitatif**

Summarize the statistical collaborators’ Kuantitatif contribution/advice. Did the domain expert understand the statistics? This can be whatever (if any) Kuantitatif contribution/advice you provided during the initial meeting or in a subsequent follow-up email. If there has not been any K2 advice so far, indicate your thoughts of potential directions for K2.

**K3: Kualitatif**

Did the contribution/advice/solution answer the researchers’ questions? Will it help the domain expert achieve his or her overall research goal(s)? Are there any practical constraints limiting the effectiveness of the proposed K2 statistical solution? What is the answer to the research question(s)? Note: it is uncommon for an initial meeting and follow-up activities to result in K3 conclusions or recommendations. If these have already occurred, please detail them here. If they have not occurred, just state that K3 has not yet occurred.

**Individual Reflections (to be posted to the LMS but not to the Domain Expert)**

What do you think went well in the project? What do you think could have been improved? What might you have done differently if you had the chance to do it over again? What is your overall impression of participating in your first PUSAKA collaboration project? What did you learn from collaborating on this project?

**Shared Understanding Statement:**

This has been reviewed by the Domain Expert (Yes/No)

The Domain Expert made edits or additions (Yes/No)

The Domain Expert agrees that shared understanding has been created on the topics above (Yes/No)

**Initial Meeting Notes:** Append your initial meeting notes here or provide a link.