Challenge Advisor Meeting Prep Template

*Congratulations on being matched to your Fall 2023 AI Studio Project Challenge! Your first meeting with your Challenge Advisor is your best opportunity for your team to get off on the right foot and set yourselves up for success this Fall. To help you prepare, use the template below to record the questions that you plan to ask in your first meeting. Refer back to your Bridge to Studio module in Canvas for guidance and instructions.*

**MEETING OBJECTIVE**

| To further understand the scope of our assigned project, and set expectations with our challenge advisor. | | |
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**PREPARE YOUR QUESTIONS**

**Introductions**

| * Where did you go to school? * What do you do in your role? * How did you hear about Break Through Tech? * Why did you decide to host an AI Studio project? * What are you hoping to get out of the experience? * What are you passionate about outside of work? |
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**Business Case**

| * Can you tell us more about your organization and team? What is your team's mission and strategy? * Can you explain the objective of the AI Studio Project Challenge, in your own words? * Is this a "real" or "representative" challenge? If "real," what impact could our work potentially have at your company? * What do you hope the final output of our project will look like? |
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**Dataset**

| * Can you give us a brief overview of some of the columns or features in the dataset? * What data preprocessing and/or augmentation might be required? * Are there any quirks in the dataset that we should keep in mind? * Are there any features / variables that you would suggest we begin with? * Data: "data breach" data accumulated by various companies. Are these all Healthcare companies? |
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**Other Questions**

| * What are the first 3 things that you might suggest that we do on the technical front to get some momentum? * Are there any supporting resources that you think might be helpful for our project? * Do you have any specific project milestones that you expect us to hit between now and December? * What is most important for our solution? (e.g. accuracy, precision, recall, false positives, false negatives, etc. |
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**Ways of Working**

| * What days and times are you available for recurring check-in meetings, which the Break Through Tech AI Program indicates should happen in the first and third weeks of each month, from September through November? * Do you have a meeting link that you'd like us to include when we send out the recurring meeting invites? Or should we create our own meeting link using Zoom or a similar program? * Do you have a preference in terms of what we include in the meeting agendas that we'll be sharing with you, 48 hours in advance of each meeting? * If we have questions outside of designated meeting times, should we contact you via your work email or via the Break Through Tech AI Slack workspace which you'll be added to? What should we expect in terms of a response time? (e.g., 48 hours) |
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**Challenge Advisor Meeting Options**

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