INSERT NAMES OF GROUP MEMBERS HERE

Final Project: Task and Scheduling Allocation Form

The purpose of this form is to familiarize yourself with the tasks you'll need to complete for the final project, and to create a rough schedule and division of labor to help you stay on track.

If you're working in a group, have a discussion with your group members about the division of labor. It's okay for group members to play to their strengths, but it's important that all group members make a significant contribution to the project!

For reference, here are the tasks that your group will need to complete. **Some tasks are bigger than others, and will require the input of more than one group member**.

Research/Finding Relevant Literature
Model conceptualization (Project Proposal)
Coding: Logic/Rules
Coding: Visualization
Coding: Experiment
Writing: Introduction, Broad Overview of Field, Specific Question of Interest
Writing: Literature Review (+ how is your project unique compared with existing literature?)
Writing: Technical explanation of your model (this part must include detailed answers to all the questions from the project proposal)
Writing: Experiment Methodology
Writing: Results
Writing: Limitations
Writing: Discussion/Implications
Poster Writing: Take main points from each section in the paper (Intro, Lit Review, Model Description, Experiment Methodology, Results, Limitations, Discussion/Implications), present them in bulleted form. Try to use as few words as possible, with a preference for pictures.
Poster design: More pictures and fewer words is preferable
Poster printing
Presenting: Create a slide deck. Note that these should be mostly pictures and not a wall of text. Presentation content should include summarized versions of the same sections as your paper (Intro, Lit Review, Model Description, Experiment Methodology, Results, Limitations, Discussion/Implications). It's okay if the slide deck is nearly identical to your poster.
Presenting: All group members must speak in the presentation.

For reference, here are the hard deadlines associated with the project:

- Topic Review/Selection Form— Wed. 11/1
- Task Scheduling Allocation Form — Wed. 11/1

- Project Proposal Form — Wed. 11/8
- Final Code, Paper, Poster, and Slide Presentation — Mon. 12/4

In the space below, **set preliminary deadlines** for yourself/yourselves for each of the tasks above. If you're working in a group, make a rough plan for how your group will **divide these tasks**. More than one group member should be responsible for the bigger tasks.

| Task | Members Responsible (if applicable) | Target Deadline |
|---|---|---|
| Research/Finding Relevant Literature | All | 11/5 |
| Model conceptualization (Project Proposal) | All | 11/8 |
| Coding: Logic/Rules | All | 11/15 |
| Coding: Visualization | All | 11/18 |
| Coding: Experiment | All | 11/18 |
| Writing: Introduction, Broad Overview of Field, Specific Question of Interest | Rongxuan | 11/16 |
| Writing: Discussion/Implications | All | 11/20 |
| Writing: Technical explanation of your model (this part must include detailed answers to all the questions from the project proposal) | Katie, Qianwen | 11/23 |
| Writing: Experiment Methodology | Katie, Rongxuan | 11/25 |
| Writing: Results | Katie, Qianwen | 11/27 |
| Writing: Limitations | Rongxuan, Qianwen | 11/29 |
| Writing: Discussion/Implications | All | 11/30 |
| Poster Writing: Take main points from each section in the paper (Intro, Lit Review, Model Description, Experiment Methodology, Results, Limitations, Discussion/Implications), present them in bulleted form. Try to use as few words as possible, with a preference for pictures. | All | 12/1 |

| | | |
|---|---|---|
| Poster design: More pictures and fewer words is preferable | Katie | 12/2 |
| Poster printing | Katie | 12/2 |
| Presenting: Create a slide deck. Note that these should be mostly pictures and not a wall of text. Presentation content should include summarized versions of the same sections as your paper (Intro, Lit Review, Model Description, Experiment Methodology, Results, Limitations, Discussion/Implications). It's okay if the slide deck is nearly identical to your poster. | All | 12/4 |
| Presenting: All group members must speak in the presentation. | All | 12/4 |