

# Project Guidelines

You must follow these guidelines for all the projects that you work on in the human computer interface course.

## 1. Submissions

You need to submit the following three items:

- **Project Report:** This report consists of the solution to the problem specified in the project. Be short and to the point, don't add more than is required. This report shouldn't be more than 20 pages.
- **Individual Report:** A short report (preferably one page only) for each team member. Each team member should mention his/her contributions, and what was learned in the project, other comments. Further, each person should briefly mention the other team member's contributions. **You might lose 25% of the grade if you don't submit this report.**

**Here's the template for the individual report if you are working in a group:**

**[https://www.dropbox.com/s/hwiggicgil5gb49/personal\\_report.docx?dl=0](https://www.dropbox.com/s/hwiggicgil5gb49/personal_report.docx?dl=0)**

## 2. Submission Guidelines

- Submit everything on Blackboard (no need for hard copies).
- Each team member should submit his/her individual report separately on Blackboard. The team leader should submit the project report on Blackboard (one submission per team).

**Please don't e-mail me the submissions. Make the submissions on Blackboard.**

## 3. Teamwork

- Each team should appoint a leader. It is your responsibility as a team to delegate responsibilities to team members. Make sure the responsibilities are relatively equal. Each team member must have a role in coding.
- **At any point in time, if there is an issue with your team, contact me as early as possible.** I can't help you when you inform me about problems too late (a day or two before the deadline).
- The idea behind teamwork is that you exchange thoughts with each other. Hence, teach other about your contributions.
- Each team member's performance will be evaluated based on the contributions that are mentioned in the individual report.
- **A team member who doesn't contribute or contributes poorly will most likely get a very poor grade.**

#### 4. Grading Policy

Factor	Percentage
Fulfillment of the technical requirements	25%
Quality of the work: <ul style="list-style-type: none"><li>• <i>Virtual windows</i>: minimalistic, astatically pleasing, necessary overview when needed.</li><li>• <i>Usability test</i>: Realistic, short and to the point.</li></ul>	35%
Individual contribution to the team (Each team member gets a different mark)	25%
Teamwork (Each team member gets a different mark)	15%