The goal of the report is to communicate your work with a potential stakeholder, a colleague or a fellow data scientist. It needs to be accurate as well as readable.

# Rubrics applicable to the report as a whole:

**Organization & structure**

**Writing, format, grammar**

**Knowledge & skills**

**Thoroughness & Rigor**

**Creativity, innovation, insightfulness**

**Length:** Stayed within limits? Expected length of 1st and 2nd report: 6-12 pages, not including appendices. Final report: 12-20 pages, not including appendices. At the end of each report please include each member’s contributions to the work.

# Section by section

## Introduction:

**Motivation/background/business problem:** included and adequate.

**Problem statement:** Clear and accurate.

**Existing work or literature review**: must include but does not need to be as thorough as an academic paper

**Overall approach:** a succinct overview of the overall approach (similar to a concept slide)

## Methods:

**Data (if applicable):** describe data if provided**;** if collect, discuss source, choice of source, methods for collection; if generated, discuss rationale and possible impact on analyses; **Pre-processing**: be brief unless innovative!

**Analytic Methods:** describe detailed analytical approach, alternative approaches for evaluation

**Evaluation:** metrics. If no metrics are appropriate, discuss possible ways of evaluation.

**Results**: presented in a clear manner, e.g. table for comparing across methods, visualizations for insights. Refer to the report and presentation guideline slides. Qualitative observations of model output and discussion of strengths and weaknesses are very helpful.

**App or Tool (if applicable):** Description of architecture, usage, basic testing of robustness, means of distribution.

## Discussion

**Summary**

**Conclusion/Take home messages:** no more than 3.

**Future work:** things you wish you had a few more weeks to do. Be brief.

**Ethical considerations:** Discuss with mentor. Brief discussion of data privacy, any concerns of potential impact if results put to use. Can be 1-2 lines.