Course Project: Milestone 1 – Team Information/Communication Plan

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DSC630 Winter 2022

Bellevue University

Group Project Requirements:

* Team Member Names:
  + Holly Figueroa
  + Karlie Schwartzwald
* Method of Communication:
  + Teams messages
  + Co-edit word documents
  + Github for shared python file(s)
* Meeting Times:
  + On Monday at 9pm Central/7pm Pacific time we will have a weekly check-in for planning the week. Tuesday at the same time is our backup day in case we miss the meeting on Monday.
  + Holly’s best workdays are Wed-Friday and Sunday
  + Karlie’s best workdays are Saturday and Sunday
  + Shared availability in evenings around 9pm central time / 7pm pacific time to check-in throughout the week as needed.
* Provide high level plan for tackling the project
  + This table will be used to guide weekly meetings and updated to reflect member assignments.

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| **Week** | **End**  **Date** | **Assignment**  **Due** | **Milestone** | **Meeting Agenda** | **Assigned Tasks** | |
| Holly | Karlie |
| **1** | 12-4 | 1.2 | 1 Team Info | * Discuss schedules * Program language/software * File sharing methods * Create Template MS1 doc | * Contribute to doc | * Contribute to doc |
| **2** | 12-11 | NA | 2 Data Selection & Project Proposal | * Create Template for MS2 content considerations * Choose data & Proposal * Chose model options/rationale * Research Goal * Assign written sections * Choose time for final review/submission | * Contribute to template to build content cohesion/prevent oversights * Review before submission | * Contribute to template to build content cohesion/prevent oversights * Review before submission |
| **3** | 12-18 | 3.2 | 2 Peer Reviews | * Discuss concerns, potential updates * Create Template for MS3 content considerations | * Contribute ideas to template * Provide peer review feedback for another group | * Contribute ideas to template * Provide peer review feedback for another group |
| **Break** | 1-1 | *\*\*\*\*\* Winter Break \*\*\*\*\** | | | | |
| **4** | 1-8 | 4.2 | NA | * Discuss/Assign MS2 Updates from reviews | * Update MS2 with feedback | * Update MS2 with feedback |
| **5** | 1-15 | 5.2 | NA | * Check-in * Discuss potential assignments to be done in advance | * Contribute to MS3 template | * Contribute to MS3 template |
| **6** | 1-22 | NA | 3 Prelim Analysis | * Review progress * Evaluate data suitability * Evaluate research goals * Identify desired Visualizations * Finalize task assignments * Assign written sections * Chose time for quick review/submission | * Create visualizations * Prepare written analysis * Review before submission | * Create visualizations * Prepare written analysis * Review before submission |
| **7** | 1-29 | NA | 3 Peer Reviews | * Create Presentation file to build upon * Discuss presentation approach | * Provide peer review feedback for another group | * Provide peer review feedback for another group |
| **8** | 2-5 | 8.2 | NA | * Discuss/Assign MS3 Updates from reviews * MS4 model building plan and evaluation goals | * Update MS3 with feedback * Model building | * Update MS3 with feedback * Model building |
| **9** | 2-12 | NA | 4 Finalize Results | * Create Template for MS4 content considerations * Finalize task assignments * Assign written sections * Chose time for quick review/submission | * Contribute to MS4 analysis and write-up * Review before submission | * Contribute to MS4 analysis and write-up * Review before submission |
| **10** | 2-19 | 10.2 | 4 Peer Reviews | * Create Template for MS5 content considerations * Final paper Outline * Assign written sections * Presentation Plan (if time) | * Provide peer review feedback for another group * Contribute to MS5 analysis and write-up | * Provide peer review feedback for another group * Contribute to MS5 analysis and write-up |
| **11 & 12** | 3-4 | Quiz | 5 Paper & Presentation | * Discuss/Assign MS4 Updates from reviews * Presentation outline * Assign slides and recording responsibilities * Chose time for review/submission | * Update MS4 with feedback * Contribute to MS5 presentation * Review MS5 final paper and presentation | * Update MS4 with feedback * Contribute to MS5 presentation * Review MS5 final paper and presentation |