In the first three weeks of your project, you will need to demonstrate that you have clearly defined the problem space for your project. Many of you have been allocated a variant of a more general project topic. Your supervisor should be able to tell you what specific variant you will be working on. **However, it remains your responsibility to define and scope your project clearly.** Start by having a conversation (by email) with your supervisor to pin down the specific project variant and some initial reading. From there, dig deeper yourself and aim to clarify both the problem scope and project work plan independently. In your first group-supervision meeting, you will be able to get feedback on your planning so far from your supervisor.

Your first group-supervision meeting should happen before the above deadline. The exact time and date will be centrally booked and you will receive a separate email once this has been decided. The time and date should then also appear in your timetable. At the group-supervision meeting you should expect to do a 6-minute presentation on a 3-slide presentation that you have prepared and receive feedback from your supervisor on this. You will also be able to hear the feedback your supervisor gives to other students in your group about their project plans. Keep in mind that this feedback will often be equally applicable to your own project, so stay alert throughout.

In your presentation, you should have three slides, one for each topic below:

1. Project motivation and scope
   1. Context: what already exists that is relevant to understanding your project?
   2. Problem: what question / issue are you trying to answer / address?
   3. Idea: what is the key idea of your approach? what kind of software will you build?
   4. Beneficiaries: what would get better for who if this problem was addressed?
2. Current challenges
   1. Learning: what do you need to learn about to successfully tackle this project? where would guidance from your supervisor help you at this point?
   2. Reading: what have you already read about in preparing for this progress meeting? what are you still planning on reading? where would you like recommendations for reading from your supervisor?
3. Future planning
   1. Overall planning: provide a Gannt chart or similar with your rough plan for the rest of the project. Aim for tasks of roughly 2 weeks in length.
   2. Next steps: what are your next steps until the next progress meeting going to be? how long will each step take? Aim for steps of only a few days in length to allow you to produce a useful plan.

You should also indicate whether you will need **ethical clearance** for your project. Please indicate this in your slides so it can be discussed with your supervisor and tick the checkbox on KEATS as well. You can find out more about whether you might need ethical clearance [here](https://internal.kcl.ac.uk/innovation/research/ethics/do-i-require/ethical-clearance). There will also be an information session about ethical clearance later.

Your slides must be submitted on KEATS below. Please submit your slides at the latest one day before your group-supervision meeting and no later than the above deadline in any case. An important part of the project work relates to project management - failure to submit progress reports on time (or at all) is evidence of poor project management and this will be taken into account in the final assessment of your project work.