Deliverables for RSS S17 labs

In industry, you will not only build robots; you will be required to report on your work on a regular basis, often to managers who aren't familiar with the technical issues. For this reason, for each lab (Labs 2-6), each team will deliver (1) an oral briefing, (2) a written report, (3) code, and (4) feedback.

The oral briefing, written report, and code are due on a Wednesday at 1pm. The feedback form is due the Friday of that week at 1pm.

Due Dates:

Lab 2: 2/22	**Lab 3: 3/1**	**Lab 4: 3/15**	**Lab 5: 4/5**	**Lab 6: 4/12**

The remainder of this document will provide guidelines for the deliverables. However, we will not provide templates or enforce a structure. It will be up to your team to create deliverables based purely on the audience and purpose of each item.

Oral Briefing

Overview:

As a team, give an overview of the lab in a 10-minute (or shorter) talk with slides.

Audience and purpose:

Audiences:	**Your RSS staff**	**Your teammates**	**Hypothetical management team**
Purposes:	Good grade	Share learning	Demonstrate progress
	Show what you learned	Learn from each other	Raise questions
	Get input and feedback	Support each other	Compare to benchmarks
	Show improvement	Make good impression	Ask for resources

Logistics:

A. Upload links for google slides here by 1 pm on the day of each briefing. All slides must be complete and will be downloaded at that time.
B. 10 minute (or shorter) presentation per team plus a maximum of 5 minutes Q&A; each person must present a substantive section.
C. The same spreadsheet we provided in (A) gives the order of teams for all five briefings; if you need to change your time, arrange it yourselves, on the spreadsheet, in advance.

D. Feedback and grades (technical and CI) will be given at the time of each briefing; grades are for the team as a whole, to encourage your collaboration and mutual support.
E. **Late penalty:** All teams must be ready to present at 3pm. If one team is not ready, we will skip the team and move to the next one. Teams will present at the end if time permits. **The penalty for being late is a grade cap of 75% for the presentation**. If you don't get to present, your grade will be based solely on the slides. We won't penalize a whole team for only one member being late - that member will receive the grade penalty if they miss the presentation.
F. Absentee policy: individual students who cannot attend the lab briefing due to expected absences will not get the grade penalty if they let us know by the Monday of the presentation. The team will present at the scheduled time without the missing student. The missing student is still expected to contribute to helping with the presentation and all other deliverables.

Lab Report

Overview:

As a team, you will create a portfolio on github pages for every lab you complete.

Audience and Purpose:

The audience is the same as the lab briefing with the addition of anyone with access to the world wide web.
The purpose of your reports is to explain what you did and what you accomplished. The report should be clear to a nontechnical person, while still covering the technical contents of your work. Your team website should be understandable without knowledge of the class and labs; it will be a tangible footprint of your participation in the class that you can use to show friends, colleagues, and potential job interviewers.

Logistics:

A. You can use photos, videos, and graphics to explain your approaches.
B. The report should explains some important parts of the code
C. Each person should contribute a substantive section with your name on it. You will get individual and team grades for two of the reports, to be determined by the staff, and you may revise them.
D. CI section: briefly describe what you learned about working as a team.

Code

Overview:

You will submit your code on your team github repository.

Audience and Purpose:

The audience is your RSS staff and teammates.

The purpose is to write code that meets typical software engineering guidelines. The formatting should be consistent and the code well commented.

Logistics:

A. Push all changes to your code on your github repository by 1pm on the presentation date.
B. Include a readme explaining how to run the code, which should work with no changes to the code.

Note: We will have 2 code reviews during the class. We will provide more information about them later on.

Feedback

Overview:

You will provide your team members feedback after each lab.

Audience and Purpose:

The audience is your RSS staff and teammates.

The purpose is to learn how to give each other useful feedback, and to use others' feedback to improve your effectiveness.

HOW TO WRITE IT: Be supportive. Describe observable behavior. Be specific. Make it useful. If you don't have anything to say, leave it blank. Give comments on yourself if you want to.

HOW TO READ IT: With curiosity. Open-minded. It's not the truth, but how might it be useful?

Logistics:

You will complete the following feedback form and submit through dropbox as a .xlxs spreadsheet by 1PM on the Friday after the due date of each lab.

Feedback Submission Links

Lab 2	Lab 3	Lab 4	Lab 5	Lab 6
Due 2/24, 1PM	**Due 3/3, 1PM**	**Due 3/17, 1PM**	**Due 4/7, 1PM**	**Due 4/14, 1PM**