

# Appendix Project Manual - Project 2-1

## Module Artificial Intelligence and Machine Learning

2024-2025

### 1 Project timeline

This project is part of the elective module AI and Machine Learning - the module consists of the Machine Learning course, skill classes and this project on Adaptive Systems.

The project assignments in periods 1 and 2 are preparatory for the concluding part of project 2-1 which takes place in period 3. At the beginning of period 1, the project starts in week 1 with a project opening. In periods 2 and 3, the group will start working on the project immediately without having a separate project opening. While in periods 1 and 2, the group will work part-time on the project (simultaneously to your courses), in period 3, the group will work full-time on the project. At the end of period 1, the group hands in a detailed project plan, that includes an outline of the accomplished work so far. By the end of period 2 the Midway Evaluation takes place: the group presents their progress with a presentation and demo, and receives feedback from the examiners. At the end the project is assessed by a final report, and in a Product and Report examination.

### 2 Assessment Components

#### 2.1 Project Plan

At the end of period 2.1, you submit a written project plan, in which you write a detailed plan for the steps to take over the duration of the project. The plan should include a rough time schedule, and an assessment of risks and how to work around them. The maximum number of pages is ten, though a lower number of pages is also fine.

## 2.2 GitHub repository

The group also creates one publicly visible GitHub repository, with relevant documentation, to contain your work. You continue iterating on this page throughout the entire project.

The examiners will pay attention to code quality, but also other aspects of the repository (e.g., documentation, proper use of git commit messages and other features).

## 2.3 Midway Evaluation

By the end of period 2.2, you give a demonstration of your work and explain it in an in-person presentation of up to 20 minutes (of which at least 5 minutes should be reserved for Q&A, and preferably more).

The group should bring an additional laptop with code ready to be checked and run.

## 2.4 Report

You submit a final report by the end of the project. We uploaded writing guidelines to Canvas. Please read them carefully. In project 2-1, you have to write your report in LaTeX. The page limit is 10 pages (excluding any appendices and references) in a double-column layout. The report should at least include an explanation of the problem setting, research questions and discussions of the implemented (and other considered) approaches, experiments and results, a conclusion with answers to the research questions, and lessons learned.

## 2.5 Product and Report Examination

You prepare a short presentation of your experimental work and a demo. This is the opportunity for the examiners to ask (individual) questions about the product and report to assess the understanding of the students (at least 15min). The examiners do not need to inform the students if they plan to ask individual questions.

## 3 Attendance

Project meetings and the midway evaluation are mandatory events. One project meeting may be missed per period without consequences, to cover for force majeure, and may only be used as such. However, if a student misses two or more project meetings in two or more periods, or misses the midway evaluation and two or more meetings in one period, this results in NG for the project, and hence for the whole module.

If a student does not participate in the product and report examination, this results in a failing grade for the module. Please check the rules and regulations and the flowchart for more details.

The Board of Examiners can excuse you from attending, if you have valid reasons and can provide evidence. Note that you need to provide evidence for all missed meetings in this case. The Board of Examiners only discusses your case if it makes the difference between NG or not for the module.

## 4 Grades

### 4.1 Module Grade

The project is pass/fail. If the project is passed, the module grade is composed of the course grade, with the skill class grade adding up to maximally 5% bonus (see next section), on the condition that the course is passed. If the project is failed, you fail the module.

### 4.2 Repair assignment

If you fail the project, you are entitled to do a repair assignment. You will receive an email with a repair assignment at latest 2 working days after the grades are published. This can be a group or an individual assignment. You will have 10 working days to complete this assignment.

If you receive NG for the project or skill classes, you are not entitled to a repair assignment.

## 5 Skill classes

An individual reward for passing skill classes is given. If you pass all skill classes in the project, you will get a skill class grade of 1, which corresponds to 0.5 bonus marks for the module before rounding (i.e. 50% probability to have a higher module mark). If you fail only one skill class, you will get a skill class grade of 0.5 (corresponding to 25% probability of a higher module mark). If you fail two skill classes, there is no reward. If you fail 3 skill classes or more without valid reason (to be assessed by the Board of Examiners), you will receive NG for the module, without the option for a resit.

Note that the Board of Examiners only looks into any evidence of force majeure if you miss 3 skill classes. Do **not** contact the Board of Examiners unless explicitly instructed to do so by the project coordinator!

## 6 Project coordination

The examiners of project 2-1 are: Dennis Soemers, Tony Garnock-Jones, Konstantia Zarkogianni and Rohan Nanda. Otti D’Huys will coordinate the project. Meike Thijsen, Sree Kotala and Tim Dick are tutoring the groups. For questions regarding the organization, please email [o.dhuys@maastrichtuniversity.nl](mailto:o.dhuys@maastrichtuniversity.nl). General information and information on the courses and schedules can be found on Canvas.

## 7 Project meetings

The aim of a project meeting with the tutor is to continuously track the status of the project. The planning is checked, agreements and appointments are made and checked. In case of deviations from the planning, an analysis of the situation is made in order to trace the causes and remedy the situation. Project meetings are scheduled on a fixed date and time. Usually, this time slots contains 4 hours (in exceptional cases, 2 hours may be scheduled). The students are requested to work these 4 hours on the project. The tutor visits the groups one by one in a pre-defined time slot of 2 hours and 10 minutes. Attendance is tracked.

### GitHub as project management tool

The students will use GitHub to keep track of their tasks and their status. The tutor will have access to the groups’ project repository to be able to monitor the progress as well. Each task will be assigned to members of the group. Screenshots of the issue boards are uploaded after each project meeting after the members are assigned to open tasks.

## 8 Submissions

### 8.1 Overview of who did what

Every group is expected to create an overview of what every group member did during the project, in the project plan, at the midway evaluation and at the final submission. It is highly recommended to start keeping track of this at the beginning of the project. It is uploaded along with the other assessment components to Canvas. If you do not agree on an overview, let your tutor and the coordinator know within a working day after submission.

### 8.2 Planning

Every group is expected to make a planning at the beginning of each phase for the complete phase. The planning should give an overview of when the groups expect to achieve which milestones and who is going to work on which tasks.

It is uploaded to Canvas in the corresponding phase (see Canvas for concrete deadlines). An example of a planning is uploaded to Canvas.

## **9 Schedules**

The concrete schedules for the project meetings and the presentations will be uploaded to Canvas.

## **10 Rules and Regulations**

The rules and regulations can be found on Canvas. They include, e.g., the consequences for missing mandatory events (project meetings, skill classes, assessment moments). Please read them carefully. Any contradiction to the rules and regulations and/or the EER should be ignored. The RR and the EER are the official documents that count.