

Senior Projects
Fall 2023
Activity Archives

During the fall semester, each Senior Project group must maintain, in electronic form, an **activity archive**. This archive should contain multiple files. For each student, the archive should include an **activity log**, saved as a Word, PDF, or similar file, indicating a *week-by-week update*, starting the week that this is assigned. Weeks may be divided according to calendar week, Tuesday – Monday (since we meet for Senior Projects on Tuesdays), or however you see fit. For each week, at the very least, you should provide a summary of what you personally accomplish related to your senior project. Examples of things that may be indicated in the weekly update include:

- A brief synopsis of each article that you read, including the title and authors, a summary of the contents (a few sentences should suffice), and an explanation of why the article is (or is not) relevant to your project.
- Descriptions of any hardware that you implemented or tested during the week, including the outcomes, difficulties faced, remaining implementation, etc.
- Descriptions of any code that you wrote during the week. If you completed code, explain how you tested it. Also provide instructions for running the code when appropriate.
- Descriptions of experiments performed during the week, including pertinent results and evaluation if possible.
- Descriptions of important conversations that occurred among group members, including outcomes of the conversations.
- Descriptions of other relevant communications with pertinent people (e.g., other professors or professionals at Cooper or elsewhere), including outcomes of the conversations. Include contact information if appropriate.

Do not feel limited by the items above. *Anything that you think is appropriate should be included in the activity log.* If a week goes by in which you do not work on the project, just indicate that in the activity log (but hopefully this does not happen often!). In general, the activity log is expected to contain at least one paragraph and up to one page of content per week.

Whenever appropriate, your group should *include additional files in the archive*. The activity logs should *refer to these files by path and filename* when appropriate. For example, if you read a paper that is available in electronic form, include the paper in your group's archive and refer to it from your activity log. If you write code, you should include the code in the archive, and the activity log should include instructions for running the code. (If the code changes throughout the semester, the archive only needs to contain the up-to-date code.) If you put something together relying on technical specs that were significant, you should include the specs. If you build something interesting, take a picture of it and include the image as a separate file. Videos are also allowed. When your group creates posters or reports, include the electronic documents in the archive. I will not necessarily look at every file in the archive (e.g., I will not read all attached research papers or technical specs), but I will at least read the students' activity logs and browse the group's archive at the end of the semester.

The purposes of this assignment are at least two-fold. First, if something were to happen to you, your partners would be able to access your activity log and the files you add to the archive. (For example, there have been a couple of cases in the past where students got sick, or left school between semesters, and it has left their partners in a bind, unable to access important files, to interpret code, to access contact information, etc.) Second, the activity log and associated files should indicate to others, including your advisor(s), your role in the project, and it should demonstrate a level of discipline throughout the semester. Future groups working on similar projects may also benefit from the files in your activity archive, including the activity logs.

Your group should store its activity archive, or an up-to-date copy of it, on One Drive, Google Drive, or using any other service that lets you share the archive via a web-accessible link. By next week, please e-mail such a link to your advisor(s) so they can access the archive. The activity logs within the archive should ideally be updated every week. Remember, I am asking for *one activity archive per group*, but *each student should maintain their own activity log, and these should be accessible from the archive*. If you are part of an interdisciplinary group, only EE students in the group are required to maintain an activity log.

Assessment of activity archives and activity logs may be based on the thoroughness of the content in the activity log; the conciseness and explanatory power of your descriptions; the level of work indicated; the appropriateness of the other included files in the group's activity archive; and the quality of your accomplishments. I may also consider your prose, grammar, and style if it affects the ability to comprehend or appreciate your activity log. Typically, groups share a single grade at the end of the semester, but I reserve the right to give different grades to different students if not everyone has done their fair share of work, and activity logs are assessed individually.