

# XX – Intermediate Update Template

Project Members' names as officially registered  
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*Do not include this slide as part of your submission. This for your group's information only.*

# Overview

The Intermediate Update is a key milestone in your project, where you will get feedback from the teaching staff on your project. The update should briefly describe your team's project scope, along with a description of your proposed method and progress towards your goal. You have made along with any preliminary results you may have.

You may clone this document as a template but this is indicative only; feel free to embellish. Keep your slides in this widescreen format (16:9 aspect ratio)

# Submitting your Intermediate Update

Your updated needs to be submitted in **two** places in Canvas:

1. Canvas Assignments – as standard, one student should submit the slide deck in .pdf form.
2. Canvas Quizzes – to help with grading, each of the 10 sections (see Outline) should be submitted as an answer to the accompanying Quiz. Only one student should submit the quiz. **To help you manage deadlines, you may submit the quiz later, within 1 day of your Assignments submission (Item 1).**

It is recommended that the same student submit both versions of the reports.

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# Grading

Your group's intermediate update will be marked by one of the instructors and by your assigned project mentor (a teaching assistant).

The proportion of the grade with respect to our markers is:

- **40%** from your project mentor. Note that project mentors see similar projects from other groups working with similar or identical datasets. Since you also should consult with your project mentors, use this resource wisely.
- **60%** from an instructor. Our instructors also see similar projects.

Feedback from both parties will be transmitted to each group member through Canvas Grades. We aim to provide feedback within two weeks.

This is a **formative assessment**, so please take the feedback as constructive criticism to try to address the weaknesses identified.

The Intermediate Update constitutes 5% of your overall marks for your course grade.

# Outline

1. Title
2. Abstract
3. Motivation
4. Task Statement
5. Proposed Method
6. Progress
7. Proposed Evaluation
8. Resources
9. Schedule and Role Assignment
10. Acknowledgements
11. References

You need not show an outline slide in your group's **Intermediate Update**; this is given here just to help to show what sections are mandatory for the update.

Maximum 20 slides  
*(exclusive of Acknowledgements and References; unlimited slides for these sections)*

# Marking Rubric

## 1. Presentation (30%)

- Motivation
- Structure & Layout
- Appropriate images/plots/figures

## 2. Methodology (60%)

- Good understanding of task & dataset
- Resources & related works (if applicable)
- Overview to proposed approach  
(e.g., methods, techniques, frameworks, tools, etc.)
- Current results (if applicable)
- Current challenges and open questions

Marking for the Intermediate Update will follow this template.

## 3. Administration (10%)

- Distribution of workload
- Next steps (basic timeline & milestones)

## 2. Abstract

The abstract should give a 1-2 sentence summary of the project goals, and append 2-4 sentences of the overall progress made in the sprint so far.

### 3. Motivation

Explain why this project is interesting and important.

Sample aspects to consider:

- What background information or statistics are useful to present to frame your project?
- Why does your team find this project worth your effort to attempt?
- Does the problem solve an important, real-world problem?
- How does it bring forward an area of interest to your group members and provide a good learning opportunity?



## 4. Task Statement

Give a clear, 1-2 sentence statement of the task at hand.

Specify the inputs and outputs of the envisioned basic project.

Where appropriate, also give a specification of any extension deliverables.

## 5. Proposed Method

Give an outline of the project's intended method, giving the overall plans for investigation.

- The scope of the basic project should be made clear; with any optional deliverables mentioned.
- This section should link well with the proposed schedule and role assignment slides.
- Where appropriate, reference methods to be taken from the textbook chapters, online posts or scientific literature.
- Your group is not bound to execute the proposed method; it is expected that minor deviations are expected in your final report. Large changes in overall project scope should be communicated to your project mentor.

## 6. Progress (1 of 2)

This key section gives the snapshot of the overall progress of the project since the proposal. In particular, it should include:

- Detail work accomplished by members of the group. If the project has specific work division, each student's progress should be recounted.
- An estimate on how well the project goals are being accomplished, and an in-team assessment whether these are being met in an unsatisfactory, satisfactory or excellent met.
- Connections between the team's progress and the key research questions that the team is exploring with the project goals.

## 6. Progress (2 of 2)

- Progress towards the deliverables that will be part of your team's final project report. For example,
  - Technical insights about NLP techniques, ML algorithms, and/or techniques that are interesting to note;
  - Fit between your project goals and questions and the techniques employed / to be employed;
  - Rewarding and difficulties in working with the chosen models, algorithms and techniques.
- An outlook of any potential hazards or uncertainties in the project goals, in terms of temporal, human, ethical, compute or organizational resources.

# 7. Proposed Evaluation

Indicate how you will evaluate your project.

- Describe metrics for the evaluation.
- If you need to propose human studies (use of yourselves or peers to evaluate your project), be aware of the necessary time to execute this week. Start early.
- It may help your team to think about what is a satisfactory project outcome (C grade) and an excellent project outcome (A grade) and justify appropriately.
- Cite or reference other similar works or projects that do a similar task to help justify the appropriateness of your evaluation measures.

## 8. Resources

Detail what resources you need to complete your project and how they will be obtained. These can include:

1. Data / Corpora – Describe your selected dataset, but also any other data that you plan to collect or use for your project.
2. Compute – Will you use a cloud server or own computing resources? Use command line utilities or Python notebook / Colab environment?
3. Software – How much are you relying on available software from well-known or task-specific software libraries? What does your team plan to write on its own? Will you include testing data and/or harnesses to help a user run your experiments for replicability?

## 9. Schedule / Role Assignment

Indicating the dates by which you plan to complete project components. Make sure the schedule is plausible. You may find that a table format with the remaining weeks of the course helpful to describe this goal.

Grey out portions of the schedule that have past and state whether the goals of the past weeks have been met and how.

N.B.: If your team has experienced internal problems with unresponsive teammates or teammates that have dropped the module, please note these problems in this section.

## 10. Acknowledgements

Place any acknowledgements that your team would like to make to other students, or other human resources that you consulted.



# References

If applicable, place bibliographic string references to works that you have consulted, learned from, or plan to use in your next sprint. Use a square bracket notation and Harvard citation format [1]. Order your citations by surname or source identifier.

[1] Mendeley (2018) How to cite sources in Harvard Citation Format - [Online]. Available at: <https://www.mendeley.com/guides/harvard-citation-guide> (Accessed: 22 Jun 2020)

# Version History

V1.0 230207 – Initial version