

Breakdown for work on the Final Report

Below is a schedule that you could help you keep organized for the final paper report. It involves a splitting up of the paper and working in each section as teams. It's always good to have one person organizing a section and then someone else works as an editor (check spelling, writing style, clear writing, ask questions, make suggestions etc.). Everyone should be the lead on a section, and as an editor on another section. If you are a lead on a shorter section, then you can help out more when you are an editor.

There is the final editing stage, ensuring that the paper reads as one cohesive paper. The paper should read similar to the papers that you have been reading. Everyone is assigned an overall editor/formatter and whoever are the strongest writers in the group, could be the final editors.

This shows a reasonable breakup for the work. The final checks (admin) may seem redundant but if everyone gives extra ~30-60 minutes to check it always makes a huge difference. It also sets potential deadlines so that everyone is clear about the timelines. You should assign names and include this in your meeting minutes.

I've suggested a timeline for the writing the final report over a week and half to account for different schedules. As a group, you can change the dates and administration duties to best suit your members. As a group, you can change the dates and administration duties to best suit your members but make sure to highlight changes in **GREEN** in the document before submitting.

Final Report schedule (due Thursday Dec 8, 11:00pm):**REPORT: Max 8 pages (7-8 pages)**

Each member will be the lead (main writer) for one section, and the editor (reviewer) for another section.

In addition, each member will be responsible for one 'administration' role e.g., paper merger, format checker, paper editors (final readers). Below is a short description of these duties. I have added an admin role in the breakdown of responsibilities, but you change these as long as each member has one admin role assigned and you update the members (M1, M2, etc) in the *Timeline Schedule* Table below.

Paper Merger (PM)	Image Checker (IM)	Format Checker (FC)	Final Paper Editor (PE1)	Final Paper Editor (PE2)
merges all sections and ensures that they follow the template layout (e.g., first check for font consistency, no orphaned headers – headers at end of a page should be moved to top of next page), columns line up, etc.	ensures all the images /tables are numbered correctly and referenced correctly in paper	<i>checks paper to ensure properly formatted (e.g., layout, format, font, references, etc.)</i> Check font consistency, section headers are correct, columns are lined up, no extra white space, paragraphs are formatted consistently, and paper meets the template etc. and make sure all references are included, are correct and properly formatted (in the reference section and citing in the paper)	<i>reads paper for spelling, grammar, consistency of terms, to identify any unclear elements</i> Final edit check –paper flows, spelling, language and reference to certain items are consistent (e.g., the prototype name, the research questions, etc.), cut if necessary, to meet max. pages or send messages to teammates for clarification if necessary	<i>reads paper for spelling, grammar, consistency of terms, to identify any unclear elements</i> Final edit check –paper flows, spelling, language and reference to certain items are consistent (e.g., the prototype name, the research questions, etc.), cut if necessary, to meet max. pages or send messages to teammates for clarification if necessary

Breakdown the responsibilities as follows:

	Name [add]	Lead	Reviewer	Admin
M1	Tejaswini Rallapalli	Abstract, Keywords, Introduction (~1 page)	Study 1 Description	Paper Editor 1 (PE1)
M2	Dharmay Sureja	Conclusion, Future Work (~1 page) References (~.5 pages)	Abstract, keywords, Intro.	Paper Editor 2 (PE2)
M3	Sagarkumar Vaghasia	Background, problem statement (~1 page)	Study 2 Descript.	Format Checker (FC)
M4	Radhey Rupapara	Study 1 Description (including methodology and results/ discussions) (~2 pages)	Background, problem statement	Image Checker (IM)
M5	Jayashree Ramasubramanian	Study 2 Description (including: prototype, methodology) (~2 pages-)	Discussion, Conc, Future	Paper Merger (PM)

Changed Admin Roles (only fill in if you change – make sure to update the Timeline Schedule too)

	Name [add]	ADMIN ROLE
M1		
M2		
M3		
M4		
M5		

Timeline Schedule

Paper Sections	Members responsible	Deadlines*	Final draft deadline*
Abstract, keywords, Introduction (~1 page) [M1]	2 people responsible Lead: M1 Reviewer: M2 <i>You usually need to read the entire paper to help write this section. I would also suggest that the "editor" of this section is the lead for the conclusions and future work since both relate closely.</i>	Mon. Dec. 5 8:00 pm gets all paper elements from all members Tues. Dec. 11:00am M1 sends to M2 for review Tues., Dec 6 3:00pm M2 sends back to M2 for final changes Tues, Dec 6 4 8:00pm M1 sends to PM to merge the documents.	Tues, Dec 6 8:00pm M1 sends paper to PM to merge all sections properly
Background, Problem Statement (~1 -1.5 pages) [M3]	2 people responsible Lead: M3 M4: Reviewer	Sat. Dec 3 by 4:00pm M3 sends draft to M4 for review Sun Dec 4 by 4:00pm (noon) M4 sends back to M3 for final changes	Mon Dec 5 8:00pm M3 send to Abstract/Intro person M1 AND Discussion, Conclusion and Future Works person M2
Study 1 description, results, discussion (~1.5-2 pages)	2 people responsible Lead: M4 Reviewer: M5	Sat. Dec 3 by 4:00pm M4 sends draft to M5 for review Sun Dec 4 by 4:00pm (noon) M5 sends back to M4 for final changes	Mon Dec 5 8:00pm M4 send to Abstract/Intro person M1 AND Discussion, Conclusion and Future Works person M2
Study 2 description, prototype (~1.5-2 pages)	2 people responsible Lead: M5 Reviewer: M3	Sat. Dec 3 by 4:00pm M5 sends draft to M3 for review Sun Dec 4 by 4:00pm (noon) M3 sends back to M5 for final changes	Mon Dec 5 8:00pm M5 send to Abstract/Intro person M1 AND Discussion, Conclusion and Future Works person M2
Discussion, Conclusion and Future Work (1.5-2 pages)	2 people responsible Lead: M2 Reviewer: M1	Mon. Dec. 5 8:00 pm gets all paper elements from all members Tues. Dec. 11:00am M2 sends to M1 for review Tues., Dec 6 3:00pm M1 sends back to M2 for final changes Tues, Dec 6 4 8:00pm M2 sends to PM to merge the documents.	Tues, Dec 6 8:00pm M2 sends paper to PM to merge all sections properly
Paper Merger (PM)	PM: M5		PM gets everything by Tues Dec 6 8:00pm Sends to IC by Wed Dec 7 9:00 am
Image/table Check (IM)	IM: M4		IM gets paper by Wed Dec 7 at 10:00am Sends to FC by Wed Dec 7 12:00pm (noon)
Formatting and Layout Check (FC)	FC: M3		FC gets paper by Wed. Dec. 7 at 12:00pm Sends to PE1 by Wed Dec 7 at 3:00pm
Full paper readers PE1, PE2	PE1: M1 PE2: M2		PE1 gets paper Wed. Dec. 7 at 3:00pm send to PE2 by Wed. Dec 8:00pm PE2 does another edit and submits paper for Thurs deadline Dec 8 at 11:00 pm (may need to get clarification from teammates).

- If you make any changes to the schedule highlight the changes in **GREEN** in the document before handing in.
- Add your name and date on the next page indicating that you know what you are responsible for and schedule:

Acknowledge your roles and schedule:

Name 1: Tejaswini Rallapalli – Lead (Abstract, Keywords, Introduction), Reviewer (Study 1 Description), Admin (PE1)

Name 2: Dharmay Sureja – Lead (Conclusion, Future Work), Reviewer (Abstract, keywords, Intro.), Admin (PE2)

Name 3: Sagar Vaghasia – Lead (Background, problem statement), Reviewer (Study 2 Descript.), Admin (EC)

Name 4: Radhey Rupapara – Lead (Study 1 Description (including methodology and results/discussions), Reviewer (Background, problem statement), Admin (IM)

Name 5: Jayashree Ramasubramanian – Lead (Study 2 Description (including: prototype, methodology), Reviewer (Discussion, Conc, Future), Admin (PM)