

Deadline of the Midterm Report of Your Course Project

The Midterm Report is due at Canvas (either Word or pdf version will be fine). **One team per submission.**

In terms of length, the midterm report is not expected to be as thorough or refined as your final report, though may typically be around 4 ~ 10 pages (with fewer details on your process and less information regarding conclusions and interpretation as your final report). The midterm report should be no longer than 25 pages including Appendix. If you have more materials, you can put them in a separate supplementary file (e.g., more plots/tables, and computing codes or data, etc.).

Here is a suggested format for your midterm report, which will also be useful for your final report:

1. **Title page:** Project Title, author(s) (your name, the last three digits of your student ID, and email address), the submission date, course name/number;
2. **Introduction:** Includes problem description and motivation, data mining challenge(s), problem solving strategies, accomplished learning from the applications and outline of the report.
3. **Problem Statement or Data Sources:** Cite data sources and provide a simple presentation of data to help readers understand the problem or challenge(s).
4. **Proposed Methodology:** Explain (and justify) your proposed data mining strategies.
5. **Analysis and Results:** For the midterm report, your team isn't expected to have complete results or fleshed out analysis yet. In this section, your team will present key findings when executing the proposed data mining methods. For the benefit of readability, detailed results should be placed in the Appendix. Make sure to reference any computer software used to implement your proposed data mining methods, even if it is a web page.
6. **Conclusions:** For the midterm report, your team isn't expected to have drawn robust conclusions. If your team has been able to reach this step, this is where you'd share them. Unfinished or possible future work could be included (with proper explanation or justification).
7. **Appendix:** This section only includes documents needed to support the presentation of the report. Feel free to divide it into several subsections if necessary. Do NOT dump all computer outputs unorganized here.
8. **Bibliography and Credits**

Parts 2-5 constitute the main body of the paper for your primary audience. Usually, as with fictional boss in this example, your audience is intelligent but unschooled in Data Mining or Statistics. These parts should have as little technical material as you can possibly get away with.

It is appropriate, and even recommended, to refer the reader to the appendix in part 7 if you need to provide a more technical explanation for something. It is not necessary to number your sections 1-8 or name them as mentioned above. Please feel free to merge some parts or provide more informative section names if it seems natural to do so.

A good online resource for writing reports is <http://www.ccp.rpi.edu/>. This site has links to writing centers at universities around the country, many of which in turn have pages that describe how to put together different types of reports.

Peer review comments: each student will be required to review three other projects and provide detailed peer review comments.

The TAs will assign the grades to all projects, based on the following grading guidelines (please note that the TAs keep the right to assign any other reasonable grades):

- **8 points (=100%, A+):** the midterm report is clear, the project sounds interesting, and the processes well as results make sense
- **7 points (=87.5%, B):** there are some minor technical and analytical concerns in the report
- **6 points (=75%, C):** there are some major concerns with the report
- **5 points (=62.5%, D):** the report contains critical technique errors or is not clearly understandable
- **4 points (=50%, F):** the report is unintelligible or sloppy
- **0 points:** no submission

Grading: The course project will have a weight of $25\% = 3\% \text{ (proposal)} + 8\% \text{ (midterm report)}$ + 14% (final report) in your final course grade. In general, the ideal is for all team members to receive the same grade on the final project. However, individual deductions from the team's final project grade will be assessed for failing to contribute a fair and significant share to the team's project, as determined by the teammates' peer evaluation and the instructor.