CISC351 Winter 2020 Project Milestone Report Requirements

Each group should submit just one milestone report. We don’t have a specific page limit/requirement. 2-3 Pages should be good. If you write more, you can reuse more in the final report.

Milestone aims to help you make sure you’re on track. You should describe what you’ve accomplished so far, and briefly mention your what you plan to do next. You can write it as if you're writing the first few pages of your final project report, so that you can re-use most of the milestone text in your final report. Please write the milestone (and final report) keeping in mind that the intended audience are the instructors and the TAs. Thus, for example, you should not spend two pages explaining what logistic regression is.

Important Note: We will expect your final writeup to be on the same topic as your milestone.

What should be included in the milestone report:

**Question 1: What’s should be included in the milestone report?**

Your report should include the following information:

1. Project and Group Info: Project title, group id, name of all members.
2. Problem Statement and Motivation: What problem are you tackling, what are the research questions you will answer via experiments, and what's the setting you're considering for your experiments?

Compared with the project proposal, in your milestone report, you must give a finalized and clear statement for your target problem and research questions to answer.

Problem statement is very important! The TAs will check if your current plan resolve their comments on your project proposal.

1. Method: E.g., What machine learning techniques have you tried and why?
2. Preliminary experiments: Describe the experiments that you've run, the outcomes, and any error analysis that you've done. You should have tried at least one baseline.
3. Next steps: Given your preliminary results, what are the next steps that you're considering
4. Contributions: Please include a section that describes what each team member worked on and contributed to the project. This is to make sure team members are carrying a fair share of the work for projects. If you have any concerns working with one of your project teammates, please send me an email.

Important Note: You must use the given section names. We will look for “Motivation”, “Method”, “Preliminary Experiments”, “Next Steps”, “Contributions” in your report!

**Question 2: What’s the format of this report?**

Your report should be a PDF document.

**Question 3: How will the project milestone report be marked?**

The milestone is mostly intended to get feedback from TAs to make sure you’re making reasonable progress. As long as your milestone follows the instructions above and you seem to have tested any assumptions which might prevent your team from completing the project, you should do well on the milestone.