**Abstract**: 1-2 paragraphs, executive summary

**Introduction:** what is the problem? why this problem? potential challenges, key ideas

**Related work:** what has been done in the literature? limitations? How is your work different?

**Methodology** (may break into multiple sections)

✦ Datasets, tools, main tasks, analytical thinking

✦ data understanding, preprocessing, warehouse, modeling

**Evaluation**: metrics, evaluation setup, baseline methods, results (figures, tables w/ proper labels), interpretation

**Discussion**: lessons learned, what worked well, what didn’t, directions for future work

**Conclusion**: summary, reiterate key tasks & findings

**References**: check format for proper citations

**Appendix**: Honor Code Pledge, individual contribution