**MSc Summer Project Q&A**

**Submission, presentation and marking**

* **When is the deadline for all projects?**
  + Friday 2nd of September, 1pm
* **When will the Group and Individual presentations take place?**
  + Between 5th and 16th September (Students undertaking resits will have a date after their revised submission date in late November)
* **Where is the submission made?**
  + On Blackboard [[link](https://www.ole.bris.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=_247599_1&content_id=_5936968_1)].
* **Is there a mark scheme for the projects (group and individual)?**
  + Yes. It is the same for both [[link](https://uob.sharepoint.com/:b:/r/teams/UnitTeams-COMSM0110-2021-22-TB-2-A/Shared%20Documents/General/MSc%20Project%20Marking%20Scheme.pdf?csf=1&web=1&e=Ze7FJQ)].
* **Is there an example group/individual report template?**
  + The document should be formatted using this template: [[link](https://www.overleaf.com/latex/templates/university-of-bristol-thesis-template-lite/ytxrhmyqmhck)].
  + Adapt this template using the sections outlined in the Assessment Brief [[link](https://uob.sharepoint.com/:w:/t/UnitTeams-COMSM0108-2021-22-AYEAR-A-StaffRoom/ESEw4JhCB-hEtuDZNS0UQBYBkFYykOoT10Jksw0Q7Gsgfg?e=xbamhI)].
* **What exactly needs to be submitted?**
  + Full details are here: [[link](https://uob.sharepoint.com/:w:/t/UnitTeams-COMSM0108-2021-22-AYEAR-A-StaffRoom/ESEw4JhCB-hEtuDZNS0UQBYBkFYykOoT10Jksw0Q7Gsgfg?e=xbamhI)].
  + **Individual Project**
    - Via Turnitin on Blackboard: One pdf report 50 pages max (100%)
    - Via Blackboard: Your code repository in a single ZIP file
  + **Group Project:**
    - Via Turnitin on Blackboard: Group Report, 50 pages max (50%)
    - Via Turnitin on Blackboard: Individual Report, 10 pages max (30%)
    - Via Blackboard: Your code repository in a single ZIP file
  + **Feature Project: Individual (Resit/Delayed Project)**
    - Via Turnitin on Blackboard: One pdf report 50 pages max (100%)
    - Via Blackboard: Your code repository in a single ZIP file
* **Which Students are required to give a presentation?**
  + All students completing both Group and Individual projects needs to give a presentation and those on a Delayed Project. For the group project all team members are required to be present. Individual projects are also required to present
* **Who is the presentation to?**
  + For individual projects you will be presenting to your second marker (though your supervisor will also be invited, but not required)
  + For group projects, you will be presenting as a group to your second marker, again, your academic supervisor will be invited but not required to be present.
* **How will the presentations be conducted?**
  + Via Microsoft Teams only.
* **Will individual student marks within groups be adjusted for contribution?**
  + Yes. This will be factored in to the 10% individual contribution. We will primarily be looking at your individual contribution statement as part of your group report and then will back this up by looking at engagement in group meetings, engagement in Github repo and being present for group presentation.
* **Can we record our presentation and submit the recording?**
  + No. The presentation will be live and there will be time for questions after the main presentation (10 mins presentation, 10-15mins Q&A)
* **How will the presentation be marked?**
  + Clear story and structure.
  + Good use of slides (professional design) and visual material and media
  + Time management (sticking to the 10min maximum, going under not penalised)
  + All members are required to present. Slick and practiced presentation and switching between members
  + Q&A. Ability responding to questions.
  + Entertainment and engagement.
* **What will be covered in the presentation?**
  + The presentation is for the benefit of your second marker, who won’t have had any information about your project up to this point. Things you may want to cover include:
    - Context / Background / Motivation / Client Introduction
    - What have you designed and built?
    - What problem does it solve?
    - How did your team work together? What your working practices?
    - What have you learnt?
    - Evaluation Methods and Findings
    - Future Work / Next Steps
* **What will be covered in the group report?**
  + All info is in the Assessment Brief [[link](https://uob.sharepoint.com/:w:/t/UnitTeams-COMSM0108-2021-22-AYEAR-A-StaffRoom/ESEw4JhCB-hEtuDZNS0UQBYBkFYykOoT10Jksw0Q7Gsgfg?e=xbamhI)]
  + In summary, this will consist of:
    - Introduction
    - Background
    - Design and Implementation
    - Evaluation and Testing
    - Conclusion
    - Contribution Statement
* **What will be covered in the group-individual report?**
  + Assessment Brief [[link](https://uob.sharepoint.com/:w:/t/UnitTeams-COMSM0108-2021-22-AYEAR-A-StaffRoom/ESEw4JhCB-hEtuDZNS0UQBYBkFYykOoT10Jksw0Q7Gsgfg?e=xbamhI)]

**Ethics Approval**

* **Do we need ethics approval for our study?**
  + No, unless you are planning on working with under 18s, vulnerable people or animals. Blanket ethics is being processed and you can proceed with planning questionnaires or user testing. Anything more complex than this or ethically challenging then you must submit an ethics application here: [[link](https://www.bristol.ac.uk/red/research-governance/ethics/)]
  + If you are planning to undertake questionnaires or work with users you should use the following: (1) [Consent Form](https://uob.sharepoint.com/:w:/r/sites/engineering/Research%20Ethics%20Committee/Enc_6%20consent%20Templates.docx?d=wfb02466f34ff4241ad5db37fecc240eb&csf=1&e=4kQ5Aa), and (2) [Participant Information Sheet](https://uob.sharepoint.com/:w:/r/sites/engineering/Research%20Ethics%20Committee/Enc_4%20Engineering%20PIS%20Template_v1.5.docx?d=w106a615999b24ab791647483b841a3f4&csf=1&e=nffcgr)

**Meeting with, Team, Supervisors and Clients**

* **How often will we be keeping track of groups/students?**
  + Your supervisor will be keeping track of your attendance in the weekly meetings. If you know you can’t make a meeting, please notify your supervisor in advance.
* **How often should we be meeting with our client?**
  + Weekly.
* **How often should we be meeting with our supervisor?**
  + Groups must check in weekly. Plan with your supervisor for any holiday leave and see below regarding out of office contact.
* **Who should we meet with if our supervisor is away over the summer?**
  + Beatriz Pimentel Mizusaki (fv18192@bristol.ac.uk)
* **How often should we be meeting as a team?**
  + Every day. Consider making a ‘stand up’ meeting part of your daily routine.
  + Here is a guide for [everyone to read and follow](https://www.wework.com/ideas/professional-development/management-leadership/what-is-a-standup-meeting) for stand-ups
* **What do I do if something happens, and I can't contribute?**
  + Tell your team as soon as possible.
  + Notify your academic supervisor.
  + Notify us (Tom, Harry, Pete)
* **What do we do if a team member isn't contributing? And/or What happens if I can't reach a group member?**
  + Notify your academic supervisor as soon as possible.
  + Notify us (Tom, Harry, Pete) as soon as possible.

**Resits and Feature Projects**

* **I need to do a resit (based on my marks). Can I stop now to revise?**
  + No. Everyone is required to proceed with the project until the results of the exam board in mid-July. The exam board may pass you even if currently you believe you will fail a Unit.
* **What happens if I need to resit a TB1/2 unit?**
  + Results are released mid-July. Up to this point everyone will work on the project.
  + You will begin your project after the University Resit (a ‘Delayed Project’) to allow time for preparation for your resit exam/s.
  + After the results are released in July, if you are doing resits, then you will stop work on the project at that point and resume after resits. When you resume you will be working on an individual feature for a further 3 months (without the client).
  + Work on the individual feature project will begin on 20th September and will conclude on 20th December for submission.
* **What is the individual feature project (Delayed Project)?**
  + We will help you identify a feature of your group project that you will continue to develop independently between August and November. You will have 3 months to complete this from the commencement of the resit.
  + The ‘Feature Project’ should take the form of a Feature Branch of your group’s Main Branch within the repository. The Individual Feature Branch does not need to be merge into *Main*, however, we expect that the Branch can be run and tested in line with the wider group project.
  + You will submit a single pdf report (50 pages max) that covers all the content in the group report and individual report. You must specify the name of the Feature Branch within the Repository and submit a final Zip folder containing the repository.
* **If I am completing a resit (Delayed Project) can I reuse materials (e.g. code, text, figures etc.) which will be submitted/have been submitted as part of the original group project report?**
  + We recognise that it is likely that students resitting will have already contributed to groups prior to commencement of the resits (from June to July).
  + We therefore expect you to be able to reuse materials which will be contained in the group report, however, given this is a separate individual submission (of which you will not be part) you must reference as below.
  + If you make use of materials that are being submitted under a separate submission (group report) you must paraphrase and cite the materials in line with standard referencing practices from your original group given that they will have been submitted already (or will be by the time of your submission).

**Other** **frequent /general questions**

* **Who do I speak to If I have a concern about the project/group?**
  + Your academic supervisor, and us.
* **Is there any budget for travel or equipment?**
  + No travel budget unfortunately.
  + For equipment you can request items through Luke Woodbury ([luke.woodbury@bristol.ac.uk](mailto:luke.woodbury@bristol.ac.uk)), the teaching technologist, just down the corridor on the left as you enter MVB.
* **Is there equipment available?**
  + Ask Luke (above), there is quite a lot of equipment available (including tablets, phones etc)
* **Is there an expectation to host services/product? What are the hosting options?**
  + You do not need to purchase hosting. If you need to demonstrate your web based product use a service such as Ngrok <https://www.sitepoint.com/use-ngrok-test-local-site/>
* **Does the codebase/repository need to be submitted?**
  + You need to submit your entire repository via a single ZIP file uploaded via Blackboard (see links above). The code is not marked, however, it should be well commented as your marker may want to inspect it to support claims made in the report (which is marked!).
  + If you are on a delayed project submit the entire codebase including your feature branch.
* **What does a 'good' repository look like?**
  + The code repository is not marked, however, we are using the repository to get a wider understanding of your project. A ‘Good’ repository would have:
    - Dev setup instructions
    - Deployment instructions
    - Good description and layout
    - Descriptive Issues
    - Every member assigned to an issue
    - Issues developed on branches
    - Multiple Reviewers on PRs
    - Good review comments/changes on PRs
    - Good project structure
    - Equal Workload