APS360. Project Progress Meeting Handout and Rubric

Each team is assigned to meet with a TA mentor, and will schedule a 45 minute meeting with the TA. This is your time to ask questions, report progress, and brainstorm with a more experienced machine learning researcher. In addition, the TA will ensure that the team is on the right track, and that all team members are contributing fairly to the project.

You are expected to have completed data collection and data cleaning at this point. You should have at least some code to show your TA, and every team member should be have contributed to the shared code.

The TAs reported that in the past, team that has at least a small model implemented tend to get more out of these meetings.

Scheduling

Please reach out to your TA as soon as possible, and by July 9th, 9pm. Make sure that all your team members are included (cc'd) in the email. Provide the TA 3-4 meeting times when *all* your team members are available. Also, provide the TA a copy of your project plan and Colab link or Github repository.

Your meeting with your TA will take place between July 11 and July 15.

Meeting Structure

The TA will have read your report ahead of time, but might not remember everything there is about your project. You should spend about 10-15 minutes discussing the goals of your project. You should also be able to show your TA examples from your training set, so that you receive concrete feedback and ideas for your project.

You should have 15-20 minutes to ask questions about your problem, architecture, keywords that you might need to look up, or anything else that your team will find helpful. Preparing questions ahead of time is an excellent way of making sure that you have a fruitful discussion. **Make sure that all your team members are contributing to the discussion, and has a chance to have their questions answered and ideas heard.**

Finally, set aside the last 10-15 minutes to show your TA the code that you wrote so far. Every team member should have a good understanding of the code that you wrote and the architecture that you proposed. The TA will ask individual team members questions about your code, model, and projects to ensure everyone is contributing, and to identify misconceptions.

Rubric

The meeting is graded out of 20 points, with 6 points evaluated as a group, and 14 points evaluated individually.

Scheduling (2 points) - graded as a team

- 2/2 Team contacts TA by the agreed upon date to schedule meeting, and follows all of the scheduling instructions.
- 1/2 Team contacts TA but did not follow all scheduling instructions.
- 0/2 Team does not.

Data Collection Progress (4 points) – graded as a team

You are expected to have completed data collection and data cleaning at this point.

4/4 Team has completed data collection and cleaning. 2/4 Team has enough data to build a baseline model *and* train an overfit model. 0/4 Team has no data.

Punctuality (2 points)

All team members are expected to arrive to the agreed-upon meeting time on time.

- 2/2 Team member was on time.
- 1/2 Team member was 1-5 minutes late.
- 0/2 Team member was more than 5 minutes late.

Preparation (4 points)

To best take advantage of the meeting, prepare questions for the TA ahead of time. These questions shouldn't be things that are easily searchable.

- 4/4 Team member prepared thoughtful questions relevant to the project, and leverages the expertise of a more experienced machine learning practitioner.
- 3/4 Team member prepared relevant questions to the project.
- 2/4 Team member prepared questions that were answered in the lecture materials, or that were purely technical.
- 1/4 Team member was unprepared or did not contribute to the discussion.

Understanding (4 points)

The TAs will ask individual team members questions about your code, model, and projects to ensure everyone is contributing.

- 4/4 Team member provides insightful answers to questions about the project and code.
- 3/4 Team member provides good answers to questions about the project and code.
- 2/4 Team member provides some answers to questions about the project and code, but have major misconceptions.
- 0/4 Team member cannot answer questions about their project and code. Please speak refer to the instructor regarding potential academic offense.

Contribution (4 points)

Your TA will ask you questions and demonstrate individual contribution to your project.

- 4/4 Team member contributes to the project as agreed upon in the project plan, and helps others on the team when necessary.
- 3/4 Team member contributes to the project as agreed upon in the project plan.
- 2/4 Team member made major contributions, but falls short of what was agreed upon.
- 0/4 Team member made much less contributions than everyone else. Please speak refer to the instructor regarding potential academic offense.