

# G52GRP Deliverables

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# What is done and what is to come

1. Expressions of Interest - Completed
2. Individual CVs – Completed
3. Group Pitches – Completed
4. Ethics documents – Due November 14
  - Submit to your CS Supervisor. See page 3
5. Group Interim Report – Due 16 December
  - More on page 4
6. Group Final Report – Due 12 May
  - More on Page 7
7. Group Software – Due 17 May  
More on Page 8
8. Individual Report and Peer Reviews  
More on Page 9
9. Demo Day – On 17 May! See page 10

# Ethics Checklist

- The form is available at
  - <https://workspace.nott.ac.uk/attachments/download/2520PGT%20Research%20PermissionViolation=true>
  - Wow that is long
  - I have put a copy at <http://www.cs.nott.ac.uk>
  - And a link is on the Moodle page
  - There are no marks for this
  - You get 0 for your project

## SECTION I. Applicant Details

1. Name	
2. Status	Undergraduate Student / Postgraduate Taught Student [delete as applicable]
3. Email address	

## SECTION II. Module Details

4. Module name/number or MA/MSc/MPhil course and department	
5. Supervisor's name	
6. Supervisor's email address	

## SECTION III. Project Details

Project title	
Proposed start date	

Please answer each question by ticking the appropriate box:

	Yes	No
1. Does the study involve human participants?		
2. Does the study involve personal data, and/or include the processing of data in the public domain in such a way as to invade the privacy of the individuals concerned? (see <a href="http://www.cs.nott.ac.uk/ethics">www.cs.nott.ac.uk/ethics</a> for guidance on what constitutes personal data.)		
3. Does the study involve the use of biological materials?		

I confirm that the information provided is an accurate description of the proposed project and I understand that if any elements of the project should change, I will need to submit a revised form.

Signature of Applicant: .....

## SECTION IV. For completion by the Supervisor

- The answer to all questions in Section III is **NO** and no further ethics approval is required
- OR
- The answer to at least one question in Section III is **YES** and a **UG & PGT Research Ethics Checklist** (available from [www.cs.nott.ac.uk/ethics](http://www.cs.nott.ac.uk/ethics)) must be submitted to [cs-ethicsadmin@cs.nott.ac.uk](mailto:cs-ethicsadmin@cs.nott.ac.uk)

Signed: ..... [Supervisor]

Name: ..... Date: .....

The supervisor should email the completed form to [cs-ethicsadmin@cs.nott.ac.uk](mailto:cs-ethicsadmin@cs.nott.ac.uk).

<https://workspace.nott.ac.uk/attachments/download/2520PGT%20Research%20PermissionViolation=true>

<http://www.cs.nott.ac.uk>

# Interim Report

- This is not a formal document
- We will be looking at all the work you should have done
  - We will expect to see a well organised and used repository/documentation system
    - Evidence on this of all members participating
    - Evidence of the process you are going through – especially on the code repository
      - For example there should be a release and development branch with individual issue branches
      - Generally it will be expected that there will be evidence of code development
      - There will be evidence of testing – and test driven development where possible
    - There should be a document repository
      - With meeting reports for all Sprint activities (or equivalent if you are not using scrum)
    - There should be a project management board
      - Usually Trello but any equivalent is fine
      - With evidence of who is doing what, what the backlog is
      - What progress is being made

# Expected meetings with your supervisor

- You should meet with your supervisor
  - Every two weeks if you are meeting with an external advisor at least that often
  - Every week till your work is secure
  - At the start you should have a meeting to set project completion goals
  - Set targets for a demo in two weeks
  - Meet in the intervening week to ask questions
  - At the end of two weeks you do your demo and a retrospective
    - Prepare to set new targets
    - Work out if things are to schedule
    - Look again at rate of completion

# Marking Interim report

- There should be evidence of 4 iterations of work
- Code should be committed regularly and frequently
- Test results should all be recorded
- Evidence of “daily stand-ups” should be available
  - Frequency does not have to be daily but should be at least twice a week
- A complete Trello (or equivalent) which should reflect progress
- A set of documents recording meetings
- This will result in a mark of 60%
- Quality of code work and reports will make up the rest of the marks
  - Reasons not to have marks
    - Poor test schedules
    - No evidence of regression tests
    - No evidence of whole group participation
    - Poor quality badly documented code
    - Sketchy/useless documentation

# Group Final Report

- This is for completion at the end of the project
- There will be a formal report with a pro forma
  - It will give details of the aspects of the report
  - It will take the form of a hand off report for your supervisor
  - Detailing what progress has been made
  - How well you have progressed on your targets
  - Where to find the repositories etc.

# Software

- We will not just be marking the code
  - Your code could work and you could still get a fail
  - If it is not well documented
  - If it is not on the repository
  - If I could not download it and run it (including getting access to any external libraries I need but these should not be on your repository)
  - If there is no evidence of tests
  - And regression tests don't work
- So we will do a similar review to the one for the Interim report



# Individual report and peer reviews

- There is a link to an example of this on Moodle
  - [http://www.cs.nott.ac.uk/~pszpxb/G52GRP\\_2016/ExampleIndividualReport.pdf](http://www.cs.nott.ac.uk/~pszpxb/G52GRP_2016/ExampleIndividualReport.pdf)
- It will follow a format that will also be linked to on Moodle nearer the time
- The individual report is for your reflection on how you did not a list of what you did
- We will also look at your peer reviews. These should be reflective of why you are rating the person you are reviewing as you have to grade their performance and this will have an impact on their final group grade.
  - In particular if you are going to be giving someone a bad report for attendance their should be monitoring of this attendance that should be available on your documentation of group meetings

# Demo Day

- This is the climax of our projects
- You will be assessed on how your group performs
  - how well demonstrations work;
  - the overall quality of the display;
  - the professionalism of those manning the stall (attitude, ability to demonstrate and explain).
- There will be 5 marks for each category and every non student who attends may be marking you!
- After that will be the prizes and speeches and so on