

## **Team Project**

In teams of 2 or 3, you will work on the assigned BASA project task. The mandatory Thursday sessions are reserved for this work [but those sessions alone will not be sufficient to complete the task].

It will be important to assign roles to various team members.

### **Schedule:**

- team meetings and minutes; weekly documentation of tasks done and time worked; communication with supervisor and between team members (all ongoing) [5% of your final grade]
- outline and workplan, due by the evening of Oct-08 [5% of your final grade]
- progress reports, due by the evenings of Oct-15, Nov-05, Dec-03 [5% of your final grade]
- system and data understanding, data processing and cleaning, data visualization for your specific task, due by the evening of Nov-09 [5% of your final grade]
- analysis and final report, due by the evening of Dec-19 [15% of your final grade]
- case study write-up due by the evening of Dec-17 [5% of your final grade].

### **Common Pitfalls (DO NOT DO THOSE!!!):**

- binging the project
- lack of timely communication between team members
- lack of timely communication with supervisor
- not coming through on your tasks [this only penalizes the whole team]
- pretending that something is understood/done when it is not