

# Progress Report Guidelines

Sindhu Kutty

Fall 2015

**Due: 1:00 am Monday, 11/16**

Once you have worked on your project for 2-3 weeks, it will be time to generate and submit a progress report. Please submit **one progress report per group** via email to me, by the due date.

## The Progress Report

As we have discussed, you will be working on your project *iteratively*. This means that at each point you will have a clear view of the big picture but might yet have to work out the details. The progress report is a condensed version of your final project report. In fact, you will be using this document to fill in details as you work on your project towards completion.

### Format

Your progress report should be 3-4 pages, typeset in L<sup>A</sup>T<sub>E</sub>X, with 10pt font and margins set by `\usepackage{fullpage}`. You may use the same template that you used to generate your proposal document.

### Report Structure

A rough structure of your progress report is given below:

**Abstract:** A 3-5 sentence summary of your paper.

**Introduction:** This approximately 1 page section should clearly indicate the following:

- The key research problem and its significance. Make especially sure that you motivate the problem well!
- What were the key *results* that the authors claim to have achieved in your core paper(s)? Which of these are of particular interest to you and which parts of the paper have you either replicated or plan to replicate?
- Include a survey of recent *related work* and indicate their significance. You should be able to clearly identify the contributions of about 3-5 other related papers and situate this against the contributions of your core paper(s).

**Results and Discussion** This section contains the meat of the paper and is where you will show off all the hard work you have put into understanding your core paper(s) and designing your experiment or replicating the proofs. Also identify what portions of your results align with the original paper's, and what parts do not. If they did not agree, do you have a well thought out hypothesis as to the source of disagreement? Can you test your hypothesis?

**Extensions (optional)** Have you already identified or begun work on extensions of the original work? If so, list these out in detail (include what the extension is, why it is useful to do, and what progress you have made on it).

**Next Steps** You will continue to identify *weekly goals*. You now have the requisite background to plan out, in detail, the remainder of the semester (up until your final presentation). Use **Mondays 1:00am** deadlines as usual. We will use lab times to check in on your progress.

**Contributions** You should indicate the contribution of each group member to the progress of the project, including the write-up.

**Bibliography** Make sure you have used BibTeX to generate your citations!

## A Note on Readability and Style

Your write-up should not assume familiarity with your core paper(s); a good rule of thumb is to keep the write-up comprehensible to your peers. This does not mean that you should leave out technical details. In fact, I will be especially impressed if you can demonstrate an intuitive grasp of technical material by working out simple examples.

Your writing should be clear, so make sure you have thoroughly proofread the report. For instance, it might be a good idea to have one person write a part of a section and for another person to look over that part for clarity and correctness.

## The Progress Presentation

Each group will give a 10 minute progress presentation with an additional 5 minutes for questions from the audience. Divide speaking time amongst your group members roughly evenly. The presentation should be about 3-5 (content) slides long and should include:

- a concise overview of your project where you identify the key research question and its significance.
- a list of results you have achieved to date. Examples include an intuitive and jargon-free re-statement of a theorem, your experimental setup etc.
- an itemized list of yet-to-accomplish tasks.

## Grading

As a reminder, the grade distribution on the project is listed in Table 1. As always let me know if there is any part of what is expected that is unclear to you. Good luck and continue to follow your curiosity on this!

	<b>Weight</b>	<b>Due Date</b>
<b>Proposal</b>	10%	1:00 am Wednesday, 10/28
<b>Progress Report</b>	10%	1:00am Monday, 11/16
<b>Presentation</b>	10%	<i>In Class:</i> 11/30 – 12/4
<b>Final Paper</b>	15%	1:00 am Thursday, 12/10

Table 1: Project Grade Distribution