



0903: Supervisor Briefing: Interim Review Session

Date/Time 09 March 2018, 9:00AM – 11:30AM

Attendees Arushi, Shubhangi, Tanushree

Sr. No.	Notes	Actors	Follow up Action
1	- Track changes while editing the report on word.	All	
2	<p>Important Dates:</p> <p>14/03- Undergraduate Seminar on data Analytics (USDA) : Title and Abstract of the presentation</p> <p>30/03 23:50 - USDA Draft poster and Paper for Sponsor Approval (send these to sponsor not to Prof)</p> <p>09/04 10:00 - USDA Final poster and Paper for reproduction</p> <p>12/04- 13/04 9:00 - 18:00 - USDA</p> <p>13/04 18:30 - 21:00 : USDA Poster Night</p> <p>15/04 23:59 - Final project Artifact and Wiki</p> <p>Key deliverables : Title and Abstract, Paper , Slides, Poster and Final presentation</p>	All	Make a timeline for meetings accordingly
4	<p>Content of the Deliverables:</p> <ol style="list-style-type: none"> 1. USDA Abstract- <ul style="list-style-type: none"> - Title, Authors' Name , - Overview (including motivation of research), 	All	Keep in mind

	Data and Methodology, Key Findings and recommendations Not more than 300 words		
5	Name your report and give it a title <something describing a specific area of the pro A general line first and the second line which represents its a case study (give a hint/name of who your sponsor is) As for the recommendation, depending on your project progress, you can give a very specific or a general recommendation	All	Keep in mind - start working on abstract
6	Poster Ideal: More content, don't need to be fancy, and don't put in pictures. Put background /methodology/methods/findin gs. Resolution 300 dpi or above Format: jpeg Text font - 24 pts Instead of powerpoint you can using the open source tool called Inkscape to design the poster	All	Keep in mind
7	Use IEEE Citation References	All	Keep in mind

8	Presentation Zen would be helpful in making presentations		
9	Final artifacts- only submit the final data set you used for analytical modelling , there is no need to submit raw data and older files All your model also go here	All	Keep in mind