Midterm Milestone Report Specifications
CS 6474/CS 4803 Social Computing (Fall 2019)

Length: 10 pages without references (references can be unlimited in a numbered or APA format); single column, double-spaced, 11 point font, 1 inch margins all around.

Submission information: Submission on Canvas as a PDF or Word document; due at 11:59pm on October 30, 2019; only one member of a team needs to submit.

Total Points: 40

Evaluation: Reports will be evaluated based on quality of work accomplished, concreteness in the accomplished tasks, clarity in writing, and clarity in articulation of work accomplished and work that remains to be accomplished.

Structure: [The writing should be in the form of a technical report. The text should be full sentences, not bullet points or highlights.]

Introduction, Background, and Significance (2 pg) – What is the problem you aim to solve through this project? Why is it important? What has been done previously? Does you work advance this prior art? If so, how (Fully fleshed our related work not needed here)? Does it validate/reproduce/replicate prior art? If so, how? (It is okay to reuse some materials for this section from your proposal)

Objectives/Goals/Questions and Outcomes/Revisions from Proposal Stage (1.5 pg) – What is the revised (especially if there were post proposal changes) set of objectives you are aiming to accomplish? What are the expected outcomes at the end of the project? How have you addressed the concerns and comments raised in your proposal? Could be, but not limited to analytic insights, a system/interface/visualization, a data artifact, a method. (It is okay to reuse some materials for this section from your proposal)

Timeline (0.5 pg) – In the timeline you had provided in the proposal, indicate what have been accomplished so far, and a timeline of what needs to be finished to wrap up the project objectives/goals. If your timeline changed since proposal, use the revised timeline.

Description of Work Accomplished So Far (4.5 pg) – Summary of work you have done so far. For instance, talk about data collection gathering, if applicable, and any analysis or design related goals you have accomplished so far. Write this section in the form of concrete tasks. Present your rationale behind the choices and the decisions you have made in these tasks (why did you do what you did) – they may be based on intuition or understanding of the problem, the domain, or the data source, or they may be based on what others have done in prior work. What were the challenges you faced along the way to accomplish these tasks? How did you mitigate them? If these tasks so far already accomplish one of the project goals or objectives, discuss how they do so. If they contribute partly towards one of the goals or objectives, discuss how they do so.

Description of Plan of What to do Next (1 pg) – Describe how the work done so far will be extended to complete the project. Present a concrete plan for next steps in your writing, ideally in the form of tasks like above. How will these tasks map to the remaining project goals or objectives that need to be completed? What challenges do you anticipate in accomplishing them, and plans of action to mitigate those challenges. You also need to talk about your evaluation plan in this section, if that is appropriate for your project.

List of Teammate Names (0.25 pg) – Who all are part of your project?

Distribution of Work (0.25 pg) – In a tabular format, use the distribution of work for your team members you included in the proposal document, to fill in the specific roles and subtasks accomplished by each member through the midterm stage. Be as concrete as possible.