

Project progress report requirements

Project progress reports should be at most one page long and contain the following information. Use these specific headings in this exact order. Either complete paragraphs or a bulleted outline with complete sentences are acceptable.

Project title

Proposal updates: Describe any modifications to your initial project proposal or state there are none. Include updates discussed over email or in person with Professor.

Progress: Describe the tasks you have completed at a high level. For example:

- “I downloaded software W and ran it on dataset X.”
- “I generated simulated data using method Y.”
- “I implemented and tested algorithm Z.”

Challenges: Describe the greatest remaining obstacles to completing the project on time and your strategy for overcoming them. For example:

- “Software X takes several days to run and I need to run it under multiple parameter configurations so I am planning to move my analysis to HTCondor.”
- “Classifier Y is giving poor cross validation accuracy so I am going to try new classifier Z and a new strategy for generating features.”

Progress reports will be graded based on:

- whether they contain the information above
- how well the questions and comments from the project proposal have been addressed
- whether sufficient progress has been made
- the likelihood that the remaining tasks can be completed by the project due date.

Submission

Submit your project proposal in PDF format to the following directory on the biostat server:

`/u/medinfo/handin/bmi776/progress/<USERNAME>`

where `<USERNAME>` is your biostat user name.