Initial Tasks

In this part, we will outline your initial tasks. These tasks will be completed by the deadlines outlined below, all of which are within in the next two weeks. Though these are listed in the order in which you should do things, the due dates are not in order. So, be aware of these deadlines.

Task #0: Read Course Documents: [Due Jan 22 at the start of class] Read the syllabus and the document about collaboration and be prepared for a group summary.

Task #1: Create a meeting schedule [Due in an email to both Tom and Heather by 3pm January 14] Not only will you be meeting with your group during class time, you will have meetings outside of class. As it is the beginning of the semester and your schedule is in serious flux, you need to set your regular meeting times and dates. You should also determine the best method for meeting. Some examples are in person at WSU, in person at LCSC, at a favorite coffee shop, skype, google hangouts,...

Task #2: Send a group email to Client [Draft due in an email to both Tom and Heather by January 15th at 5pm. Due to client (cc'd to Tom and Heather) by 11am January 16th] To assess each group's ability to communicate professionally over email, you will send correspondence to your clients first to both professors, then, with the go ahead, you will send the email to the client. This initial email should include introductions (your names and school affiliations), gratitude for the problem, and any initial questions.

Task #3: Create a collaborative document and a collaborative location [Shared with both professors by 5pm on January 14]Each group should set up a (or some) collaborative LaTeX document(s) at Overleaf.com. Share this (these) document(s) with both professors as well. All project writing should happen in overleaf. A Dropbox folder or Google Drive folder should be created to keep images, data, resources,... This should also be shared with both professors.

Task #4: Create a Project outline: [Due as both a .tex and a .pdf to both professors by 12am January 17]

1. Team members and project title.
2. A synopsis of the problem to be tackled. This should include
   - A discussion the client's organization,
   - Your understanding of the problem,
   - The type of results you expect to find (not the answer you expect to get),

- How these results will help your client, and
- A gut feeling about the answer based upon initial trials with the data.

3. A Plan which will include

- Expected subtasks,
- Estimated timeline and
- Team member roles.