THE DATA MINE: SUMMER COHORT '23

Corporate Partner Model

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Ground Rules for Virtual Meetings

- Add pronouns to your name

- Mute when you're not talking

- [if use auto-generated captions] when you use spoken English, check captions for accuracy

- Question? Comment? Please use the "raise hand" feature on Zoom

- Be patient. We have multiple communication modality preferences.

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CORPORATE PARTNER OVERVIEW

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Corporate Partner Cohort

- Opportunity to work on real-world problems with corporate partners

- Hands-on, project-based experience

- Student-led

PROJECT BREAKDOWN

Common Types of Meetings

Mentor Meetings
- Meet with your Corporate Partner mentor(s)
- Meeting invites will be sent to your Purdue email

  - Participants with no Purdue account: Send to their academic email

Collaborative Meetings (lab times)
- Meet with your teammates
- TA will stop by
- One Zoom link will be created for you

  - Default: Zoom

Check In Meetings
- to collect concerns and feedback from all team members

End of Week Update Slide

- 1 – 2 slides consisting of your summary and updates regarding your work in the past week

- Present to your mentor(s) during last meeting of week

- Flexible on format
  - Everyone on the team needs to talk about their work

End of Week Update Slide Example

Company ABC
Subteam: Data Visualization
End of Week #2 (March 6 – March 10)

Areas of Focus	Data Exploration, Data Cleaning
Accomplishments	Data access, learned how to data explore in Python, familiar with the dataset, calculated basic statistics of Variable1 and Variable2
Challenges	No data dictionary, lack of domain knowledge
Help Needed	Article Recommendation, Package Installation Error
Comments	Visualization accessibility

Next slide can be about your ideas/findings: [bar graph] [data cleaning flowchart] [app layout idea]
[calculated statistics] [visualization setup] [list of graph goals]

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COMMUNICATION

NDA

- People you can discuss the project with (who have signed the NDA) are limited to:

  - Your teammates

  - TAs

  - TDM staff

- **NO** downloading anything to your local computer. **NOTHING** can be moved outside its original storage (e.g., Anvil, Microsoft Teams)

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Microsoft Teams

- You will be added to your Microsoft Teams group by your Purdue email

- NDA-binding
  - **NO** sensitive information can be put into emails
  - **ALL INFORMATION** related to your project must stay in **ANVIL** or **MS TEAMS**

- Check your Microsoft Teams and Purdue email everyday

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- **Corporate Partner Mentor**
  - Please treat all communication with them in a **professional** manner
  - They are like the "supervisor" you would have during an internship
  - Product owner
    - can help to answer questions or find resources for any product specific questions that you have during the project

- **Corporate Partner TA**
  - Peer mentor and team leader for your project
  - First go to when you have a technical question or any questions about your project

Agile Framework [Miro Activity]

- **Sprint Planning** [first mentor meeting of week]
  - Mentor(s) help keep the project moving in the right direction
  - Go through all (sub-)teams and assign tasks to each team member to be completed during the sprint

- **Sprint Review** [last mentor meeting of week]
  - Present progress updates and demonstrations to mentor(s)
  - Receive feedback on their work
  - This time can also be used to ask mentor(s) questions that are relevant to the team

- **Retrospective**
  - TA helps facilitate this discussion
  - Mentor(s) not present
  - Discussion on:
    - Things that are going well
    - Things that can be improved
    - Large red flags that call for immediate attention

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Documentation

- a record of what has been completed in a project
  - useful if you need to revisit a task you completed in the past
  - documentation can also be passed to the next team for continuing projects
  - know what has already completed, how, and where to find it

- Documentation guideline is in the Examples Book

- **team effort**

- Add documentation **<u>EVERY TIME</u>** someone works in the project
  - This will help with cohesion and communication with teammates

- Meeting notes
  - Helps everyone remember the assigned tasks for each teammate

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Meeting Notes Sample

- **Introduction**
  - Welcome conversation
  - Ice breaker

- **Sprint Planning**
  - Sub-Team #1: Data Engineering
    - Executable 1
    - Executable 2
    - Executable 3
  - Sub-Team #2: Data Visualization Team
    - Executable 1
    - Executable 2
    - Executable 3

- **Question and Answer**

- **To Do for next meeting**
  - Task 1
  - Task 2

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SUBMISSION

Submission Location: Gradescope

Team Contract

- Agreement consisting of the standards that are expected to be met by all team members

- Breakout activity later this afternoon

- Draft a team contract
  - Expectations about communication, meetings, participation, conflict resolution, etc.
  - Contract template is available, not required to use this template
  - Every member needs to sign this contract

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Sprint Report

- Individual report consisting of your answers to given questions

- Enter your answers in Gradescope
  - Due every Friday at 11:59 PM Eastern Time

- Questions regarding to agile framework
  - E.g., collaboration, sprint tasks, retrospective

- **First sprint report due June 9th at 11:59 PM Eastern Time**

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Timesheet Justification

- Expect to allocate ~30 hours a week

  - Guideline is in the Examples Book (https://the-examples-book.com/deaf-pods/students/timesheet)

- Document your hours

Employee Name: ___Example TA___

Week of: ___1/1/2022___

Date	Time	Description	Total Hrs
1/1/22	9:30am	Weekly Team Meeting with CP Mentors	1
	10:30am	Wrote and sent out meeting minutes to the team	.5
	9:00pm	Sub Team Meeting with the Data Engineering Sub Team	1
1/2/22	6:00pm	1 on 1 call with student to help with debugging issue	.5
1/3/22	10:00am	Updated JIRA board with team tasks and wrote agenda for team lab	1.5
1/5/22	9:30am	Weekly Team Lab	2
	11:30am	Wrote and sent out meeting minutes to the team	.5
1/7/22	10:00am	Research for implementation of new technology for project	1
	11:00am	Grading sprint reports and write weekly report	.5

Timesheet Justification Cont'

- **<u>Your first one is due this Sunday at 11:59 PM Eastern Time</u>**

  - Practice purposes only

  - Don't have your Purdue email? Email your sheet to datamine@purdue.edu

- We will meet with each team next week to review and give general feedback

- You can use the orientation schedule as your guideline but give more details, this can include:

  - The time you spent on setting up your Purdue accounts

  - The time you met with your team outside orientation

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Deliverable

- At minimum there will be Poster

  - Draft due July 7

  - Talk with your mentor(s) about what information can be shown on the poster

  - Guideline (and examples) is in the Examples Book

    - https://the-examples-book.com/deaf-pods/students/poster-guidance

- Your project may have additional deliverables

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RESOURCES

The Examples Book

- Google "the examples book"

- Visit *the-examples-book.com*

- All public information will be on the website under DEAF PODS

- Projects are available as well
  - With your ACCESS account, you have the access to data for those projects

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People

TA
- Sammy Lisanework, Nina Tran, Lynley Arnholt

Teammates
- Your team has at least one returning student – they are familiar with this TDM Corporate Partner model and Anvil system. Feel free to ask them questions!

TDM Staff
- General questions: datamine@purdue.edu
- Technical questions: datamine-help@purdue.edu
- Specific person – reach out via Microsoft Teams or email

Mentor
- best time to ask questions is during the mentor meetings

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In Summary

- Meetings: Mentor, Lab, Check-in

- Communication: Microsoft Teams, Purdue email

- Submission: Sprint report, timesheet

- This is a learning space: Teammates, TAs, TDM staff, Mentor(s)

All contents are in the Examples Book:
https://the-examples-book.com/deaf-pods/students/intro

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QUESTIONS?

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