CS205 - Final Project Collaboration Guidelines

This document contains tips on remote project collaboration. For specific project details and requirements, refer to the course project website: https://harvard-iacs.github.io/2020-CS205/pages/project.html.

Guidelines for Remote Project Collaboration – We want to provide some tips on how to remotely collaborate on a group project. The key is to be in consistent communication with your group members. Though not being able to have in-person communication removes some fun of doing a group project, we hope you can still enjoy this unique project experience and apply your HPC knowledge.

During your first group meeting, we recommend that you familiarize yourself with the features and functions of Zoom and decide on a project timeline for the next seven-eight weeks. In addition, make sure to discuss and execute the following tasks in the future meetings:

1. Set up fixed weekly meeting times.
    a. You can use Zoom for the group meetings.
    b. We recommend to meet with your group at least twice a week. Of course, you may adjust this once your group starts to flow.
2. Recommended: **Use version control software for all of your code!**
    a. Github, Bitbucket, Gitlab, etc
3. Organize your team using the Github issue tracker and Kanban board.
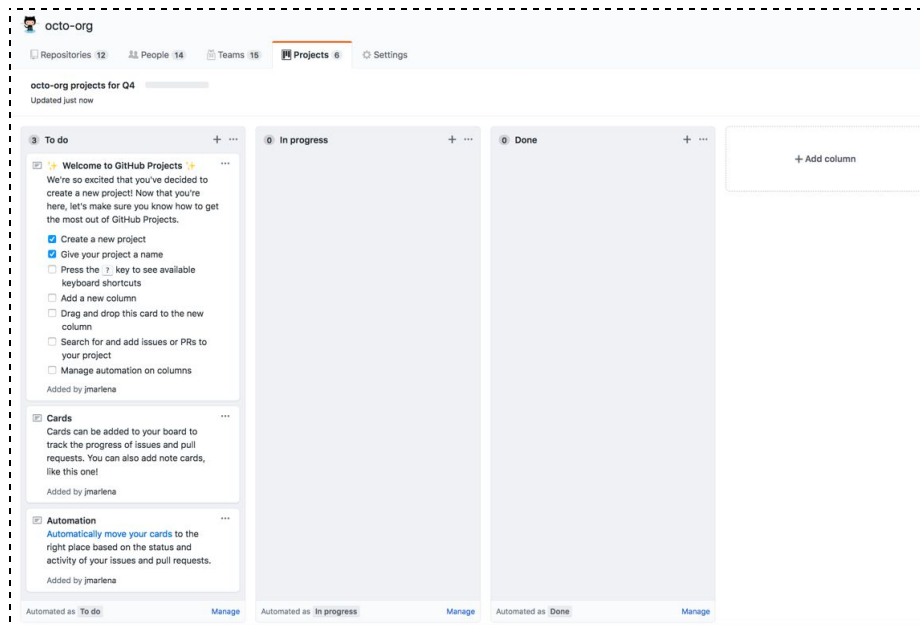
4. Optional: Use project management software to create To-Do lists and assign tasks.
    a. We recommend using Trello (https://trello.com/) for task assignment and tracking.
    b. Each group member needs to have a clearly defined task.
    c. You should have a To-Do list of the responsibility of each member.
5. Optional: Share files using Google Drive.
    a. A shared Google Drive is good for sharing files of all formats.
    b. If you want to share LaTex code, we recommend using Overleaf (https://www.overleaf.com/).
    c. If you want to share code, we recommend using GitHub (https://github.com/).
6. Practice presenting and recording on Zoom.
    a. Since we are not following the conventional presentation style, we recommend you practice how to deliver video presentations on Zoom.
    b. You may also want to practice how to record videos remotely, either via Zoom, or use video editing software to combine videos together.

This online format poses challenges as well as opportunities to try a different way of collaboration. If you have any questions, please feel free to contact the teaching staff for help.