

Guidelines for NX-421 Miniprojects, Fall 2025

This document contains all the information necessary for a successful handling of both miniproject variants.

It may appear a bit long but we have really tried your best to include all possible doubts and clarifications that could be useful for you to simplify your (and our) lives, based on the past years

Important: this file does not contain the technical details of the miniproject (which will be shared with you at due time during the semester), but only reports the “administrative” details on how to handle the miniprojects.

Please read all the information carefully as the TAs will not answer to any request (moodle, e-mail) which is already answered in this file.

However, if you are really sure that something important is missing, try to do the following steps in sequence:

1. Re-read this guideline. Are you really, *really* sure it is not written anywhere? :)
2. Ask the TAs during the lab session
3. If you still cannot get an answer, send an e-mail to the head TAs (Michael Chan, Flavia Petruso).

Forming the groups

For the miniproject, you will work in groups of **3, 4, or 5 students**. You are free to choose the size of your group within this range.

Please note that **deliverables and evaluation criteria remain the same regardless of group size**. No special consideration will be given to smaller groups, as you have the option to form larger ones or join existing groups.

Each group member is expected to contribute meaningfully and comparably to **all components** of the project — including the report, code, and video. A detailed breakdown of individual contributions must be included in the final report and in the final slide of the video presentation.

If you are in a group of 3 and wish to expand to 4 or 5 members, **you are responsible for finding additional members**.

Finally, be aware that any unassigned students remaining after the deadline will be **randomly assigned to existing groups** of 3 or 4 members or will be grouped together into a new group.

How to form the groups

You are responsible for forming the groups. There are no restrictions and you are free to form groups with whomever you want. Note that the groups will remain the same for the second miniproject.

When to form the groups

You can start forming the group whenever you want from the start of the semester, but the **final deadline to join a group is Monday, 6 October 2025, 17:00** .

If you form a group very early, we recommend making sure that all group members are still on board by the final deadline.

How to communicate the composition of the group

You must register your group on the course Moodle **by the above deadline (Monday, 6 October 2025, 17:00)**.

To do so, select one of the existing groups listed on the Moodle page. You'll be able to see how many spots are still available in each group, as well as the names of students already enrolled.

If you already have a group formed, we recommend that all members register for the same group **at the same time** to avoid issues with availability. Please do not wait until the last minute.

If you cannot find a group with enough available spots for all your members, it is your responsibility to find a suitable solution — for example, by splitting into different groups with open spaces, or by reaching out to members of existing groups to arrange a reorganization.

Please note that we are not able to manage individual requests or handle group arrangements manually.

What to do if I suddenly do not have a group (some group members abandoned the group, I have been removed by the group, I forgot to find a group before the deadline)?

Unfortunately, we cannot handle all the cases individually, so if for any reason after the deadline someone is without a group, she or he will be randomly assigned to groups already formed (composed by 3 or 4 people) or will be grouped together into a new group. In that case, you can notify the TAs during the help sessions, but there is no need to send us an e-mail as we already have the list of unassigned students.

Uploading the miniprojects

When to upload

Deliverables are due on **6th November 2025 16:00 h**. Note that this is a sharp deadline, no extensions are allowed.

Where to upload

You need to upload the folder on moodle. Note that the file needs to be uploaded **only once per group**, so any member of the group can upload it on behalf of the full group.

What to upload

On the moodle, you will need to upload **one folder** named "YOURGROUPNAME_miniproject_1" (for example "AK_miniproject_1"). The folder needs to contain the following content:

- **Project report file**, which should be named "YOURGROUPNAME_report.pdf" (for example "AK_report.pdf")
- **Video file**, which should be name "YOURGROUPNAME_presentation.pdf" (for example "AK_presentation.pdf"). We highly recommend using the recording option on zoom to prepare your video file.
- **Code file (or folder with files)**: if you decide to only have one python file, you can call it "YOURGROUPNAME_code.py", otherwise, if you decide to use multiple files you need to **create a specific folder inside the main one**, named "YOURGROUPNAME_code" and inside add the relevant code. If the code is divided into parts, name the sections accordingly and with the order they need to be run. For instance "01_preprocessing.py", "02_glm.py" etc. You can also have utils type of files, according to your preferences.

What we will consider for the video evaluation

The video is an offline alternative of a project presentation, so you need to structure it accordingly.

The video must clearly show both the presentation slides and the group members presenting them. Slides without accompanying verbal explanation will result in a penalty. All group members are required to present at least a portion of the content. You may divide the presentation as you prefer, but speaking time should be roughly balanced among members. Note that the parts presented in the video do not need to match individual contributions in the written report. Please include a contribution list (same as the one on your report) on the final slide of the presentation. You need not to orally explain that slide, simply briefly show it in the video.

Pre-Recording Checklist

- **Check audio**
 - Microphone and speaker working
 - Quick audio test done
- **Check other technical aspects**
 - Proper lighting
 - Stable internet connection
 - Notifications turned off
- **Check video quality**
 - Camera positioned correctly (e.g display is not overlapping with presented slides)
 - Image is clear and well-lit

General information on how we would grade the video

- **Timing:** videos should be within 4 to 5 minutes, anymore or any less than that will incur penalty
- **Video quality:** all aspects of the pre-recording checklist
- **Content quality:** clear and well-organized slides (good image-to-text balance, good quality of the images, proper commenting on each slide)