Project Delivery Agenda
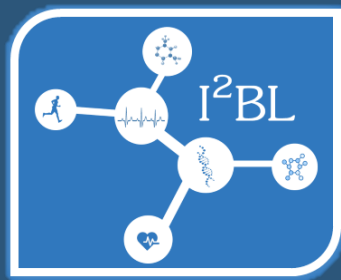## Collaborators: Hannaneh, Betto, Chester, Marius

I. Teamwork

i) Talk about your ideas and ask your questions from Hanna and in our chatroom
ii) Try to set up meetings with me frequently
iii) Call me, Skype chat me, or find me in the lab
  (1) (310)728-9995
  (2) Skype ID: sihannaneh@gmail.com

II. Share your schedule

i) Before each quarter starts, I expect you to set up an appointment with me and share your schedule and discuss your research plans for the coming quarter with me
ii) Plan for 2-3 days to work in the lab with our team

III. Weekly Reports

i) Every Friday (by 11:59 pm), send me a PowerPoint report of your weekly tasks and results with this name (*e.g.* Joe Bruin_Hannaneh CS Team_Report_1-26-19)
  (1) Include visuals, charts, plots, etc.
  (2) Include consistent and to the point English explanations
  (3) State any questions you want to ask in our next meeting
  (4) Explain plans for next week
ii) Show up to our weekly meetings and group meetings (ask me for time and locations)
iii) I will meet you several times during the week to go over the projects and discuss the next steps with you and give you clues for the projects to work on
iv) Every week, we meet to discuss your progress and go over your report

IV. Chatroom and Collaboration

a) Start communication in the chatroom that I share with you in a separate email

b) Any time you have question, post it there and reach out to our teammates

c) Make sure that I get back to you in less than 24 Hrs. Otherwise text me and remind me.

V. And the Rest

i) Let me know if you are not able to perform research due to exams, projects, vacations, interviews, or internship at least a week or two ahead of time

ii) If you have any questions about classes, research, or a collaboration that you think helps your research, please let me know, and I am more than happy to help

iii) At the end of each quarter, I want you to present your work in a summary document, or presentation, so you show off your achievements and we can plan your next quarter plans accordingly, so please be enthusiastic about it.

iv) Every single piece of code that you work on should be shared to your private GitHub, and it should be shared with me.

v) Keep track of all the changes you make to the code, and all your new finding and methods should be well documented like a recipe.

**Your success is important to me, so talk to me, do not feel depressed or stressed out if there is any problem.

Important Note: Please take the basic safety training. Ask me for details on our requirements.

Welcome to our beautiful lab! We are awesome ;)