

**18/08/20**

## **IVILAB meeting notes**

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## **Outline**

- We will focus on boring “how the IVILAB is managed” topics, biased towards undergrads (PHD topics on Friday)
- Some topics
  - Scheduling
  - Manifesto
  - Accounts
  - Undergrad research commitment
  - Research products

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## **Scheduling**

- External meetings
  - TRIPODS
    - <https://tripods.math.arizona.edu/events>
  - CogSci BB
    - (<https://www.cogsci.arizona.edu/content/cognitive-science-colloquium>)
- Internal meetings
  - Monday (lab meetings, infrastructure oriented)
  - Wednesday (colloquium)— this week undergrad project opportunities
  - Fridays (about half the time) PhD students
    - Others welcome
- Research area meetings
- Individual meetings

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## **Manifesto**

- A work in progress document about all our processes
- It should contain instructions about how to get the latest source of itself
- But to get started, you need a copy (boot strapping)
  - <http://ivilab.org/private/manifesto.pdf>
  - Or go to [ivilab.org](http://ivilab.org) and choose “Local info:
  - login: me
  - pw: ivilab4fun
- Most of what we discuss in this meeting should be in the manifesto

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## Accounts

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## Ugrad Research Commitment

- Unless there is a reason otherwise, you need to sign up for credit
- Irregardless of pay/credit/volunteer
  - 9-10 hours a week
  - Notebooks updated at least weekly
  - Make effort to be independent and proactive
  - Your involvement must be good for:
    - You
    - IVILAB
    - Science
- Not enough time / hate notebooks —no problem
  - Thanks for your honesty
  - You are welcome to attend meetings and colloquium
  - Maybe things will work out next term

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## Research products

- Main way for mentors to track what is going is through notebooks
  - Other products should be referenced in the notebook
    - EG, “I spend much of this week on the draft of my paper located at XXX”
    - The notebook should have pointers to any product that is changed (e.g., svn location)
  - Put differently, you need to plan for your own demise.
- Other products
  - Code
  - Literature reviews
  - Group research reports
  - Manuscripts
  - Papers

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## Research products (II)

- We use an old version control system (SVN) to implement a global view of all our files
  - I need to be able to find your stuff without too much hassle
  - The manifesto has information (I will improve it this week) on where things should go in SVN
  - As computer scientists you are expert at arranging things to create an illusion of conformity
    - The manifesto will soon have instructions about how to map git repositories to svn so I do not notice

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