

CS/DS 549 Team Agreement

Team Name: Aftal Mafkoda

Team Members: Navya Jain, Gitika Jha, Mahaveer Bonagiri, Sai Surya Varshith Nukala

Team Goals:

- **Collective Goal**

- Our team is focused on refining face-aging Generative Adversarial Networks (GANs) by varying hyperparameters and exploring innovative GAN models. We strive to enhance the model's applicability by integrating family feature morphing and representations of homelessness. We also aim to address data label limitations by extracting child names from text to accurately label the photos. Our end goal is to produce a technically robust model with societal relevance, implementing an advanced face-matching algorithm to pinpoint potential matches precisely.

- **Team Process Goals**

- We aim to have weekly meetings to get everyone on the same page as well as report on what we have done for the week. We will use the AGILE methodology to pace ourselves and stay on track. Clients will join meetings biweekly and we will prepare a short demo /presentation to update our progress. Our goal is to have everything ready before the night we go to meetings.

- **Individual Goals**

- We hope to gain experience working as a team on a machine learning project and learn more about computer vision and GANs. Further, we hope to contribute as much as possible to the Aftal Mafkoda project and help our volunteers find missing people more effectively.

Team Roles:

- **Project Manager: Rithvik Doshi**

- SCRUM Master; will lead, schedule, and organize weekly meetings, delegate tasks to team members, and communicate directly with the clients.

- **Team Representative: Gitika Jha**

- Will be the liaison between the team members and the project manager and will be the point person for any issues or questions to be communicated to the project manager; will be prepared to give updates on the whole team for each meeting and will attend every client meeting.

- **Research Lead: Sai Surya Varshith Nukala and Mahaveer Bonagiri**

- Will direct the team members' research efforts and manage the research document with current findings; will ensure that all team members are contributing to the research phase and verify that all information is accurate.

- **Data Lead: Sai Surya Varshith Nukala and Mahaveer Bonagiri**

- Will manage all data collected and ensure that any sensitive data is kept in a secure location; will house the data on the SCC and make sure each teammate can easily access it.

- **ML Lead: Navya Jain**

- Will ensure that all Jupyter Notebooks and scripts are in good working order so that every team member can run them on the SCC; will direct efforts for developing models and delegate work to team members.

- **Team Members: Everyone**

- Responsibilities: Will be held accountable for all contributions and will be responsible for completing all assigned work on time; will be prepared for midterm and final presentations.

Processes:

• Work/Communication

- We will divide work up by the different deliverables we are working on and ensure that each team member works on pieces that will showcase their abilities. Work will generally be assigned at weekly meetings with approval from the Project Manager.
- Slack and email will be used for communication with the client/team. Whatsapp will be used for internal team communications (core 4 teammates). We expect responses within 12 hours of messages (unless no response is needed), but the sooner the better.

• Meetings

- We will have weekly meetings via Zoom/In person. If someone misses a meeting, other teammates can keep the teammates updated. If a team member misses meetings frequently, we will discuss with the member to see if there is any difficulty that prevents him from attending meetings, and we can adapt our meeting schedule accordingly. It is important that everyone attend weekly and client meetings, however, we acknowledge that there are circumstances that prevent attendance at meetings.

• Decision Making

- On Slack: either thumbs up, response with an alternative, or some other form of acknowledgment
- In meetings: verbal confirmation or expression of alternatives; formal votes with majority rule but room for compromises. Take note of the final decision made on the topic in meeting notes for reference.

• Conflict resolution

- Effective communication between teams – pose pros and cons before making important decisions and the PM and clients can make the final decision. The first step is to talk to team members without the PM, if it cannot be resolved, move to work with the PM about the issue, but do not involve clients in internal conflict resolution.

Interactions:

- **Expectations**

- We hope to have non-hostile and amicable relationships with one another. We hope to be able to help one another out if someone is stuck on a problem. Because we are all students and still learning how to use ML methods, there will be no judgment and we will encourage each other to come forward with any issues so that the team can work together to sort them out.
- Interactions that are negative and personal will not be tolerated. Constructive criticism is welcome as it will help us learn, however, non-constructive feedback is unproductive.

- **Conflict**

- In the case of conflict, the first step will be to have involved parties speak directly with each other in a civilized manner. If conflict cannot be resolved, other team members should get involved and help find a compromise or resolution. If team members cannot assist, the Project Manager will become involved. Clients will not be involved in conflict resolution. The final level of conflict resolution would be to bring the issue to our professors.

- **Feedback/Participation**

- At weekly meetings, each team member will have the opportunity to share their weekly findings and progress and the other team members will have a chance to ask questions, respond, and give constructive feedback. This will ensure that we are always in a dialogue with each other.
- To make sure that everyone's voices are heard, everyone should be present at meetings so that they can present their work and respond to team members' work. If for some reason the meeting time does not work for team member(s) anymore, we must find a new time to meet so that everyone can be heard

Signatures:

Team Member Name:	Gitika Jha
(e-)Signature:	Gitika Jha
Date:	01 Oct 2023

Team Member Name:	Varshith Nukala
(e-)Signature:	Sai Surya Varshith Nukala
Date:	01 Oct 2023

Team Member Name:	Mahaveer
(e-)Signature:	Thiru Satya Surya Mahaveer Bonagiri
Date:	01 Oct 2023

Team Member Name:	Navya Jain
(e-)Signature:	Navya Jain
Date:	01 Oct 2023

Project Manager Name:	
(e-)Signature:	
Date:	