### **Project Plan Table**

| **Task** | **Objective** | **Steps** | **Assigned To** | **Deadline** | **Status** |
| --- | --- | --- | --- | --- | --- |
| **Team Formation & Repo Setup** | **Establish governance and collaboration framework** | 1. **Assign roles & responsibilities.** 2. **Create GitHub repo structure (/notebook, /slides, /video).** 3. **Configure branch protection and access rights.** |  | **Module 2 (Week 2: May 30)** | **Not Started** |
| Business Understanding | Define problem scope and success metrics | 1. Review project brief. 2. Draft business problem statement. 3. Identify key executive success metrics. |  | June/02 | **Not Started** |
| Dataset Selection & EDA | Acquire & explore dataset | 1. Source relevant business dataset. 2. Inspect for missing values & outliers. 3. Visualize feature distributions & correlations. |  | June/06 | **Not Started** |
| Data Preparation & Feature Engineering | Clean & transform data for modeling | 1. Handle missing data & 88 outliers. 2. Encode categorical variables. 3. Normalize/scale features. 4. Engineer new features based on domain insights. |  | June/09 | **Not Started** |
| Modeling & Hyperparameter Tuning | Train and optimize machine learning models | 1. Split data into train/validation/test. 2. Train candidate models (logistic regression, random forest, XGBoost). 3. Perform hyperparameter tuning. |  | June/13 | **Not Started** |
| Evaluation & Model Selection | Evaluate model performance against business objectives | 1. Compute metrics (accuracy, precision, recall, AUC). 2. Compare model results. 3. Select best model & document findings. |  | June/16 | **Not Started** |
| Deployment Planning | Plan model deployment strategy | 1. Determine batch vs. real-time deployment. 2. Estimate latency, cost, & hosting requirements. 3. Draft deployment architecture. |  | June/20 | **Not Started** |
| Jupyter Notebook & GitHub Submission | Document technical work and share code | 1. Assemble notebook sections (problem, EDA, prep, modeling, evaluation, deployment, conclusion). 2. Annotate code & insights. 3. Push final notebook with repo link. |  |  | **Not Started** |
| Business Presentation Slides | Create executive-level slide deck | 1. Outline ≤12 slides with story-driven content. 2. Design visuals & concise bullet points. |  |  | **Not Started** |
| Video Presentation | Produce & edit project video presentation | 1. Script narration & allocate speaking time. 2. Record slides & notebook screencast. 3. Edit video with good AV quality; equal speaking time. |  |  | **Not Started** |
| Peer Evaluation | Collect team feedback on contributions | 1. Complete peer evaluation via Canvas Module 7 link. 2. Provide constructive feedback to teammates. | All Team | June-23 | **Not Started** |

### **To-Do List**

#### **GitHub Repository**

1. Create a GitHub repository with organized folders:
   * /code
   * /visualizations
   * /docs
2. Write a detailed README.md file.
3. Push code and updates regularly.