1. **Sprint Goal**

In this sprint 3 we are going to implement the model which summarizes the emails, data collection and data processing.

1. **Backlog Items**

* Dataset collection
* Data preprocessing
* Email summarization.
* Filtering emails
* List of **User Stories** or **Tasks** selected for the sprint, including:
  + **Summary**: The summary of the sprint covers the key things to be accomplished for the sprint which follows Data collection, Data preprocessing, Email Filtering and Email Summarization post completing the pre-processing and steps.
  + **Description**: The list of actionable are mentioned below and the process involves collecting various types of email data, cleaning the dataset to remove inconsistencies and null values, categorizing the emails into organization, business, and individual groups, and finally summarizing the emails using text summarization techniques to generate short and informative summaries. This end-to-end workflow ensures the email data is processed, organized, and made actionable for further analysis or use.
  + **Acceptance Criteria**: The acceptance criteria ensure that the email data is collected, cleaned, categorized, and summarized effectively, resulting in a fully processed and actionable dataset for further use.
  + **Story Points**: The story points for below tasks will be 3(Data collection) + 5(Data Pre-processing) + 8(Email Filtering) + 13(Email summarization) and this involves complexity of implementation

| **Key** | **Summary** | **Description** | **Acceptance Criteria** |
| --- | --- | --- | --- |
| Task -1 | "Data Collection" | "Collecting various of emails data" | "Dataset collected/ready" |
| Task-2 | “Data Preprocessing” | “Cleaning dataset using different techniques and checking for no null values.” | “Cleaned Dataset” |
| “Task-3” | “Email Filtering” | “Categorizing the emails by organization, business, individuals.” | “Emails filtered” |
| Taks-4 | “Email Summarization” | “Summarizing the emails using test summarization methods and generating short informative summary.” | “Effective summary generated.” |

1. **Team Assignments**

* Rakesh- Data collection and preprocessing.
* Sathvik-Email summarization and Email filtering.
* Purushotham- Email summarization and Email filtering.
* Details of who is responsible for each task:
  + **Task Owner**: The main person working on it.
  + **Collaborators**: Any supporting team members.
  + **Due Date**: Estimated completion date for the task.

**4. Effort Distribution**

| **Member** | **Tasks Assigned** |
| --- | --- |
| Rakesh | Task-1, Task-2 |
| Purushotham | Task-3, Task-4 |
| Sathvik | Task-3, Task-4 |