**Standardized Way to Write Tickets for the Project**

To ensure clarity, efficiency, and consistency in task management, the following standardized format will be used for all project tickets. Each ticket should include a descriptive title, clear description, actionable subtasks, and specific acceptance criteria. Tickets should also be labeled with priority, size, and relevant tags for easy categorization. This structure will enhance collaboration and make progress tracking more transparent.

**Draft VS. Issue**

Draft:

- An incomplete version of an issue.

- Used to capture initial thoughts, rough ideas, or incomplete task details before finalizing.

- Roughly structured like a ticket but still a work in progress.

Issue:

- A finalized and published task.

- Includes key elements such as title, description, subtasks, acceptance criteria, labels and priority.

- Part of the workflow, moving through stages like Backlog, In Progress, In Review, and Done until completion.

**Labels:**

* Backlog
  + Represents tasks that have been identified but have not yet started.
  + These tasks are laying around to be prioritized or assigned.
  + Drafts should be stored here.
* Ready
  + Indicates that the task is fully defined, documented, and ready to be picked up by a team member.
  + All necessary information is included, and there are no blockers preventing the task from starting.
* In Progress
  + Shows that the task is currently being worked on by a team member.
  + The task is actively being developed, and progress is being tracked.
* In Review
  + Indicates that the task has been completed by the assignee and is awaiting review from another team member.
  + The PM especially should have an eye on it.
* Done
  + Represents tasks that have been completed, reviewed, and approved.
  + No further action is required, and the task is closed.

**Ticket Checklist:**

**Title:** Provide a concise and clear title that describes the task.

**Description:** Give a detailed explanation of the task, including its purpose and expected outcome.

**Subtasks:** Break down the task into smaller, actionable steps that need to be completed.

**Acceptance Criteria:** Define specific conditions that must be met for the task to be considered complete. Use checkboxes to mark progress.

**Size:** Estimate the effort required using XS, S, M, L, or XL.

**Priority:** Assign a priority level:

* **P0:** High priority (urgent and essential)
* **P1:** Medium priority (important but not urgent)
* **P2:** Low priority (nice to have or future task)

**Labels:** Use relevant labels (e.g., EDA, Cleaning, Organize, Documentation) to categorize the ticket.

**Assignee:** Assign the task to a specific team member responsible for its completion.

**Comments:** Include any additional notes or instructions to provide context and guidance.

**Template:**

### Description:

Use the VADER (Valence Aware Dictionary and sEntiment Reasoner) tool from the NLTK package to analyze the sentiment of review text data. This rule-based model is designed to classify text as positive, negative, or neutral, and is particularly effective for social media and short-text analysis.

### Subtasks:

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### Acceptance Criteria:

- [ ]

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