[Your project name]

[Your team name]

**Data Science Capstone Project   
Launch Report**

Date:

[Month/Day/Year]

Team Members:

Name:

Name:

Name:

Name:

[The purpose of this report is initiating a new project. It provides an overview description of the project. It includes three major sections: The System/Product, The Team, and The Project Plan.]

**The System/Product**

**System/Product Name:**

**Introduction:**

[Describe the background information, motivation, and goals of your Data Science capstone project. What are the deliverables of your project?]

**Highlighted Features:**

[Write it in bullet forms.]

**Sponsor or Proxy User:**

[If you have an external sponsor or real user, please describe who they are and how you will work with them.]

**Issues:**

[Are there any potential issues in data acquisition for the project? Do you have the expertise or stakeholder who can help you to understand and interpret the insights extracted in the project?]

**The Team**

**Team Name:**

[You will be assigned a team number in the first week of class, e.g. G1. You may also pick a creative name such as SmartHealth. In this example, your team name will be G1-SmartMedia. The team name will be used in all reports and presentations in this quarter.]

**Team Members and their specialties:**

[Discuss with your team members about your individual experience, strength, and interest. Identify the role of each member. For example, one of you will be the team leader who coordinates the whole team. Some of you may focus on data acquisition, some may be doing data-preprocessing and cleaning, some may do exploratory data analytics, modeling etc.]

**Team Communication:**

[How do you communicate with each other? Provide some details about the schedules of meetings, communication tools, documents sharing, etc. It is particularly important if your team have both on-campus and online students.]

**Team Issues:**

[Identify any issues such as skill levels and scheduling problem that constitute risks for the project and discuss how you will address these issues.]

Table of Contributions

The table below identifies contributors to various sections of this document.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Section** | **Writing** | **Editing** |
| **1** | **Project** |  |  |
| **2** | **Team** |  |  |
| **3** | **Plan** |  |  |

**Grading**

The grade is given on the basis of quality, clarity, presentation, completeness, and writing of each section in the report. This is the grade of the group. Individual grades will be assigned at the end of the term when peer reviews are collected.