

## TEAM STRUCTURE

**Product Owner:** Erjon Buka

The person responsible for defining and prioritizing the product backlog, ensuring the team is working on tasks that deliver the most value.

**Scrum Master:** Ecem Günhar Akuras

The facilitator for the Scrum team, ensuring the team follows Scrum practices and addresses any impediments.

**Devs:** Akshay Rajesh, Mehmet Cem Akuras, Shinu Joseph

The developers responsible for designing, building, testing, and delivering the product increments.

*\* Tasks will be assigned in pair with 1 reviewer*

*\* Roles will change at the middle of the project*

## TOOLS

### USED SO FAR

**VS Code / Jupyter Notebook:** Code editors

**Github** – Version Control, Collaboration

**ClickUp** – Project Management, Collaboration

### BEING CONSIDERED

**Label Studio:** Data labelling tool

**Dash:** Visualization

**Flask:** Web framework

**SQLite:** Data Storage

**ChatGPT API:** Get Solutions

## TEAM ORGANIZATION

**Daily Standups:** A short, daily meeting where team members discuss what they did the previous day, what they plan to do today, and any blockers they face.

- Frequency: Daily
- Time: 09:40
- Duration: 15-20 min

**Sprint Review (Internal):** A meeting at the end of a sprint where the team presents the completed work and gets feedback. It focuses on what was accomplished during the sprint.

- Frequency: Weekly (Mondays)
- Time: 16:00
- Duration: 1h

**Sprint Review (External):** A biweekly meeting where 1 person from the team makes a presentation on the progress relating to the CRISP-DM milestones. Also, the team discusses the progress and gets feedback from the stakeholders.

- Frequency: Biweekly (Tuesdays)
- Time: 13:45
- Duration: 15 min presentation and Q&A, 20 min review

**Sprint Retrospective:** A meeting at the end of a sprint where the team reflects on the past sprint and discusses what went well, what could be improved, and how to make those improvements in the next sprint.

- Frequency: Weekly
- Time: 14:30
- Duration: 30 min

**Sprint Planning:** A meeting at the start of a sprint where the team determines what work will be tackled. The team selects items from the product backlog and commits to completing them.

- Frequency: Weekly
- Time: 15:00
- Duration: 1h