**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