CMPT 3830: Machine Learning Work Integrated Learning-1
Team Charter Template

1. Team Name:

The Data Pit Crew.

2. Team Member details:

S NO.	FIRST NAME	LAST NAME	STUDENT ID	NORQUEST EMAIL
1.	MANKARAN	SINGH	3106501	msingh501@norquest.ca
2.	JASHRAJ	VASHISHT	3104596	jvashisht@norquest.ca
3.	GURLEEN	KAUR	3105332	gkaur22@norquest.ca
4.	TANISH	DHAWAN	3108427	tdhawan27@norquest.ca
5.	NAVANJOT	SINGH	3108144	nsingh144@norquest.ca

3. Team Purpose:

We will use clustering machine learning algorithms to investigate vehicle buying behavioral patterns and motivations for individual choices. The evaluation dataset will get sorted into distinct categories based on existing features in data set such as interior color, exterior color, price and many more. Analysis from these insights will reveal to Go Auto which inventory and marketing strategies require modification.

4. Team Goals:

- Long-term Goals:

- Our team's purpose is to create a top-quality answer to Problem Statement 7 (Feature-based vehicle popularity analysis).

- Examine consumer vehicle preferences by presenting clear graphical charts and control panels.
- Finish all project tasks by their deadlines and deliver precise results.

- Short-term Goals:

- Develop a team plan that features specific guidelines and a clean dataset.
- Study the available data to spot important patterns that matter.
- Develop a visual display that serves stakeholders well and appears professional.
- Show our team's current results through a presentation.

5. Team Norms and Expectations:

- Communication Protocols:

- Keep our team discussions flowing through Teams and WhatsApp.
- EMAIL and WhatsApp will be our main platforms for distributing essential news and delivering updated information regarding the project.
- We will make it mandatory to Respond to team messages within 24 hours during regular workdays.

- Meeting Frequency:

- Weekly Meetings: Our team holds weekly meetings every Thursday at 12:30 pm at the college library and every saturday at 6 PM on Google Meet.
- Emergency Meetings: Call meetings when necessary but always give team members 12 hours ahead notice.

- Decision-making Process:

- Our team solves problems by bringing issues to group discussions.
- When agreement is impossible, we will use voting to let the majority decide.

- Conflict Resolution:

- Team members will address disagreements through constructive discussions during meetings.

6. Roles and Responsibilities:

Team Leader: Jashraj Vashisht

- He will manage the project schedule by giving assignments to the team while watching all key progress points.
- Keep in touch with the teacher if we have any doubts.
- He leads our team in preparing the dataset for use.

Team member: Mankaran Singh

- The team member will design basic data set preparation steps before cleaning it.
- He studies the data to discover useful data insights.

Team member: Tanish Dhawan

- He will create and optimize machine learning systems.
- The team member will use clustering methods to uncover important discoveries from the data.

Team member: Gurleen Kaur

- This person will design dashboards and visual displays like ,graphs to help others understand our analyzed results.
- She will create interactive discovery tools for understanding data better.

Team member: Navanjot Singh

- The team member will create written explanations along with presentation materials.
- He will be documenter and presenter lead the all demos and presentation of analysed results.

7. Communication Plan:

- Tools Used for Communication:

- Microsoft Teams: Our team will use Microsoft Teams to communicate on the daily basis and to divide the suitable tasks to each team member..
- Google Meet: Our team will use these tools for official meetings.
- Email: Our team uses these communication tools to distribute vital workplace messages and documents.

- File Sharing Method:

Keep our files in Google Drive and all can access them easily. So our team can use the latest files without technical problems because everyone receives updated versions.

- Meeting Schedule:

Regular meetings: In person meeting every thursday during lab time and virtual meetings on weekends.

- Emergency meeting protocol:

You need at least 12 hour's notice before requiring an emergency meeting.

8. Accountability:

- How progress will be tracked:
- Plan our tasks and monitor deadlines using Trello.
- Every team member will enter their recent work status on Trello during weekly updates.

- How will team members be held accountable for tasks?
- Deliver our work items on schedule.
- If a member is unable to complete task on time then they must inform at least 24 hours in advance.

9. Signature of Commitment:

Name of the Member	Signature	Date
MANKARAN SINGH	*Mankaran Singh*	23 January 2025
GURLEEN KAUR	*Gurleen kaur*	23 January 2025
JASHRAJ VASHISHT	*Jashraj Vashisht*	23 January 2025
TANISH DHAWAN	*Tanish Dhawan*	23 January 2025
NAVANJOT SINGH	*Navanjot Singh*	23 January 2025