**AI Project Design and Development Module**

**Project Name: 3B23**

Team Name: 3B23 Date: 2/16/2024

|  |
| --- |
| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| * We want to learn how to use libraries like NLTK, SpaCY, Scikit-Learn, TextBlob, and so on. * We want to learn how to get datasets from twitter, websites and podcasts * We want to conduct sentiment analysis on our dataset using machine learning and NLP. * We are going to be using CRISP-DM methodology for project management. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| * Equal contribution of ideas. * Everyone has to attend meetings and if someone is not available, they should let others know. * Everyone has to complete their tasks within the time frame set * The quality of work is expected to meet the standards of the assignment brief * Using WhatsApp group, Microsoft Teams and the group blog as a form of communication. * Having at least one online and one physical meeting every week. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
| * Everyone has to follow the group leader’s guidance. * Any form of misconduct would not be accepted. * Always listen to each other and be respectful. * Everyone must attend meeting and if not available, let other team members know. * Everyone must complete all work assigned to them on time. * In case of conflicts, it should be settled with politeness and compassion. * If a team member is sick or has an emergency, they must inform the group as soon as possible through WhatsApp or Microsoft Teams. * If a team member misses a meeting, they must review the meeting notes and reach out to another member for updates.    **Missed Deadlines and Tasks:**   * If a team member cannot complete a task on time due to a valid reason (e.g., illness, emergency), they must notify the group leader in advance. * The team can provide extra time or reassign the task to avoid project delays.   **Low Contribution or Non-Performance:**   * If a team member repeatedly misses deadlines without a valid excuse, they will receive a formal warning from the group leader. * If no improvement is seen, the issue will be escalated to the lecturer. |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
| * Lack of performance or engagement will be reported to our lecturer and the person would be removed from the project immediately. * If a team member has a genuine reason for not completing given tasks, his/her deadline could be extended and assistance would be provided. |

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Samik Hafeez

Team member name

Oudat Shabbir

Team member name

Uswat Yusuf

Team member name