**1. Data Cleaning and Preprocessing (Member 1)**

* **Responsibility:**
  + Handle missing values (e.g., "nan" in the dataset).
  + Remove duplicates and standardize text formatting.
  + Deal with inconsistencies in the "Sentiment" field.
* Tools: Excel, Power Query for preprocessing.

Deliverables:

* A clean dataset with no missing values or inconsistencies.

**2. Determine the Business Questions (Member 2)**

* **Responsibility:**
  + Questions could include:
    - Which app has the highest number of positive reviews?
    - What is the average sentiment polarity by app?
    - How many neutral reviews are there per app?

Deliverables:

* Answering key business questions, ready for integration into the dashboard.

**3. SQL Queries (Member 3)**

* **Responsibility:**
  + Write at least 10 SQL queries that answer business questions derived from the dataset.
* Tools: SQL.

Deliverables:

* A set of SQL queries answering key business questions, ready for integration into the dashboard.

**4. Interactive Dashboard (Member 4)**

* **Responsibility:**
  + Build an interactive dashboard that visualizes key insights from the data.
  + Visualizations could include:
    - Sentiment distribution for each app (bar chart or pie chart).
    - Trend of sentiment polarity over time (line chart).
    - A table showing apps ranked by their average sentiment score.
* Tools: Power BI or Tableau.

Deliverables:

* A functional and visually appealing dashboard.

**5. Documentation and Presentation (Member 5)**

* **Responsibility:**
  + Create the Word document that includes:
    - Steps for cleaning, transforming, and analyzing the data.
    - Any challenges faced during the project (e.g., missing data, sentiment interpretation).
    - Key findings and insights from the analysis.
  + Prepare the PowerPoint or visual presentation for the 30-minute team presentation.

Deliverables:

* A polished Word document and presentation ready for the final delivery.

**Timeline (1 Week)**

* **Day 1-2: Data cleaning and preprocessing (Member 1).**
* **Day 3-4: Business Questions (Member 2) and SQL queries (Member 3).**
* **Day 5-6: Dashboard creation (Member 4) and documentation (Member 5).**
* **Day 7: Final review and preparation for the presentation (all members).**

**By assigning specific tasks to each member, you'll ensure the project is completed on time with a clear division of labor. Let me know if you need help with any of the individual tasks!**