DS 5500 Project: Team Charter

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**Team Purpose:**

This team has been formed to complete the final project as part of DS 5500 course curriculum. The team aims to fulfil all the expectations the teaching staff has of the team in delivering a deployment product useful for both technical (data scientists) and non-technical (tourists) end users.

**Team Goals:**

Our overall objectives are to master the course material related to all the three project bundles and to demonstrate that mastery through our final deliverables. We are also committed to working effectively as a team, by monitoring our process effectiveness, following through on commitments and helping one another to learn.

**Team Member Roles/Responsibilities:**

In determining a common set of performance goals, we analyzed the skill sets of the team

members in relation to nature of the work we have to complete.

Standard process roles for our Team are:

* **Resource Investigator** – Uses their inquisitive nature to find ideas to bring back to the team. **[Anant]**
* **Plant** – Tends to be highly creative and good at solving problems in unconventional ways. **[Anant]**
* **Monitor Evaluator** – Provides a logical eye, making impartial judgements where required and weighs up the team's options in a dispassionate way**. [Ahmet]**
* **Spatial Data Specialist** – Brings in-depth knowledge of how to extract, manage and visualize spatial and urban data. **[Anant]**
* **Machine Learning Expert** – Brings in-depth knowledge of appropriate machine learning models to use. **[Shared][Ahmet takes lead]**
* **Visualization Expert** – Brings in-depth knowledge of appropriate visualization choices to make. **[Shared][Anant takes lead]**
* **Documentation Coordinator** – Takes lead in documenting the project work. **[Ahmet]**
* **Completer Finisher** – Polish and scrutinize the work for errors, subjecting it to the highest standards of quality control. **[Anant]**

**Ground Rules:**

Team Communication:

We will communicate with one another through various means. Email and phone are the most widely used modes outside of meetings. Meetings will be held a day before the submission of each project deliverable, plus whenever we feel we need to meet in order to compile things and move forward. Prompt responses (within 24 hours) to messages/inquiries from one another are expected. If a member is unable to deliver as promised, they should advise the group in advance so that alternate arrangements can be made.

Decision Making Procedure:

Open discussion on the topic, soliciting opinions from all members. Use facts to generate alternative solutions. At conclusion of the discussion, allow for feedback on unresolved issues related to the topic.

Expectations of Team Members:

* Full participation is expected of all team members. If someone feels that others are not doing their job, the concerned member will discuss it one-on-one. If that doesn’t work, then the member will bring it up with the teaching staff.
* Members will respect the different functional areas and the role of each member designated to that function.

**Potential Barriers and Coping Strategies:**

There appears to be a good mix of talent / skills with everyone contributing and no one dominating. In defining specific roles and responsibilities upfront, we have instilled the discipline to follow a structure.