**Roles and Standards**

**Each group member should:**

1. Understand their role in the group
2. Work in partnership with others to achieve the main goal of the project
3. Contribute to all project activities
4. Maintain a level of quality within all aspects of the project
5. Research on particular fields in which our project is based on i.e. Data Mining (Classification) and Text mining.
6. Be apart of a rotation in creation of meeting minutes

**Standards:**

* *Version Control:* Maintaining efficiency with any document naming. This will allow both project supervisor and external markers to understand our documentation process and where to look clearly.
* *Schedule Management:* Making sure all work is organised correctly and available to access for all members of the group and our supervisor.
* *Quality Assurance:* Procedures are taken to review and assess aspects of the project and also are taken to prevent any failures or problems occurring.
* *Team Performance:* procedures taken for the following; always attending meetings unless an emergency occurs or that all the members have been notified that you’re unable to attend.