

[TEAM 2] Team Strategy Doc

Collaboration and teamwork are essential in AI, ML, and data science roles. Working well with others not only helps you solve complex problems faster, but also builds connections and experience that will prove invaluable as you grow in your career.

This is an abbreviated version of the Team Alliance document that your team completed at the beginning of Fall AI Studio. It's meant to help your team align on norms and expectations for working together on your Spring AI Studio Kaggle competition project.

✓ Submit one copy of your completed Team Strategy Doc in your AI Studio course in Canvas by Sunday, January 26th at 11:59 pm ET.

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PART 1: TEAM & PROJECT INFO

Team Members

Team Member Names, Pronouns and Emails:

1. Sherren Jie - sherrenjielita@brandeis.edu
2. Lydia Chen (she/her) - lydia.chen@tufts.edu
3. Sukanya Iyer (she/her) - sukanyaiyer52@gmail.com
4. Manik Sharma - maniksharma434343@gmail.com
5. Anh Le -
6. Ligia Azevedo - ligiaazevedo@brandeis.edu

AI Studio TA Name and Email Address:	TBD
Team Meetings:	TBD Weekly Meeting Time

Project Details

Kaggle Competition Title:	Equitable AI for Dermatology
Kaggle Competition Host	Algorithmic Justice League
Project Objective:	<ul style="list-style-type: none"> - Train a model that can classify 16 different skin conditions across diverse skin tones - The model should maximize accuracy (measured by the weighted F1 Score) while addressing fairness and reducing biases for marginalized and underrepresented populations in healthcare
Real-World Impact:	Dermatology AI tools often underperform for people with darker skin tones because of less training data, so building a more inclusive model for dermatology will help address this gap.

Collaboration Tools / Project Workspaces

Notion Teamspace Link:	https://www.notion.so/Teamspace-Home-1860d428d3558036bde5e24abfcef6?pvs=4
GitHub Project Repo Link:	https://github.com/lydiachen01/BTAI-AJL-Team-2
Google Colab Notebook Link:	https://colab.research.google.com/drive/1vtAJF-Kf158eYc7U0mwTZuPhmnSjiPi3
Slack or Discord (MIT Program only) Channel Link:	Whatsapp for main messaging Discord for project-related communication

PART 2: TEAM OPERATING PRINCIPLES

Collaboration Norms

As a team, we agree to the following expectations in terms of how we will collaborate together:

- *e.g., We commit to being accountable for our individual tasks and deadlines in Notion, and updating progress in the Sprint Board for transparency.*

- Each team member commits to completing their individual tasks and updating progress regularly on the Sprint Board.
- Deadlines should be treated as commitments to ensure smooth workflow and timely delivery of goals
- Everyone contributes fairly to tasks, and workload distribution should be balanced
- Weekly check-ins or stand-up meetings to discuss progress, challenges and next steps
- All decisions, processes, and updates are documented.

Team Communications

As a team, we agree to the following expectations in terms of our communications:

e.g., We commit to proactively updating each other about any progress blockers so that we can better support each other on challenging tasks.

- All team members are expected to attend weekly meetings and message the team if anything comes up
- We will update each other on any progress we have made or any difficulties that come up so other team members will be informed and can help, if necessary
- We will check our messages frequently and respond in a timely manner

Problem Solving and Conflict Management

As a Team, we agree to the following expectations in terms of how we will manage interpersonal and/or team conflict and solve problems or disagreements:

e.g., We will use the Situation-Behavior-Impact model that we learned about in Fall AI Studio for giving each other feedback.

- If a conflict arises between two parties, both parties will communicate and come to a resolution in an amicable and professional manner.
- We will openly accept all ideas without unnecessary criticism.
- If the conflict escalates, we will make sure to contact the BTAI staff about the issue.

PART 3: TEAM GOALS & ASPIRATIONS

As a team, we will align around the following goals as outcomes for our team experience:

e.g., Through working on the Kaggle project, we all aim to further develop and practice our skills in Deep Learning.

- Gain a better understanding of the pipelines and standard processes of image identification, deep learning, and transfer learning
- Improve our skills in Machine Learning
- Achieve Top 10 Kaggle Leaderboard Performance!

PART 4: TEAM STRENGTHS AND OPPORTUNITIES

List each team member's skills and strengths as they can contribute to the team and the project. Feel free to choose from the "[Elements of Effective Teamwork](#)"!

e.g., List specific AI/ML topics where the team member has expertise; list strengths in areas such as organization and project management.

- Sukanya - EDA, communication, organization, Python ML libraries
- Sherren - EDA, data preprocessing, coding and use of libraries (scikit-learn, pandas, numpy, etc), hyperparameter tuning, github
- Lydia - EDA,, Randomforest, GridSearch/RandomizedGridSearch, Organization, NoSQL databases
- Manik Sharma - TBD
- Anh Le - TBD
- Ligia Azevedo - TBD

APPENDIX

Elements of Effective Teamwork

Feel free to use this information, in addition to any other ideas you may have, in completing the "Team Strengths and Opportunities" section above.

Communication

Effective teamwork needs open, respectful communication where everyone freely shares ideas and listens actively. Team members should offer thoughtful, non-judgmental feedback and be mindful of cultural and personal differences to strengthen team cohesion. Respectful, inclusive communication (verbal and nonverbal) that shows awareness of cultural and personal differences contributes to Team cohesion.

Participation

Team members should contribute to the best of their abilities, taking initiative—especially in areas where they're strong—and offering help to those who need it. Anyone struggling should communicate their needs and steps they're taking to improve. The most effective teams reflect participation from all members, and everyone must be accountable for their contributions.

Give and Take – Open to Influence

Teams may have different ideas on how to achieve success, so members need to be open to compromise and prioritize the team's goals over personal preferences. Often, it's more valuable to explore others' perspectives than to focus on being "right."

Leadership

Every member can lead by using their unique skills to support the team's actions and ideas. Leadership isn't about being the loudest—it's about taking initiative, being accountable, promoting teamwork, and helping resolve challenges.

Organization

An effective team is organized, with members deciding roles and responsibilities together. This clarity helps clarify roles and expectations, avoid task overlap, keeps everyone on track, and ensures efficient use of time, balancing team goals with other life and Break Through Tech AI commitments.

Preparation

For a team to succeed, members must reliably complete their tasks as agreed. When everyone does their part, the team can move forward smoothly, knowing they can count on each other to support progress.

Capability

Each team member brings unique strengths, skills, and the ability to learn and problem-solve. By sharing these capabilities openly, team members build trust, understanding and confidence in one another, which is key to overall success.

Commitment

Committed team members take initiative to accomplish team goals, not just personal ones. Showing commitment early builds credibility with other team members. Strong commitment is usually related to being (team) goal-focused, and reliable. ,

Progress and Assessment

Often, progress is a good indicator of how well the Team is working together. High-performing teams are action-oriented and regularly assess their progress. Frequent check-ins keep momentum going, and the best teams adapt their processes as needed to improve outcomes and enhance learning.

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