**Team Charter: Protein Networks**

Overview

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| **Class instructor** | Professor Marron | marron@unc.edu |
| **Project leader** | Madeline | mgillman@unc.edu |
| **Team members** | Miriam, Kunal, Malaika, and Justin | amiriam@unc.edu, kuna1k@unc.edu, mshroff@unc.edu, jrivera1@unc.edu |
| **Client** | Dr. Liz Brunk | elizabeth\_brunk@med.unc.edu |
| **Dates** | January 28 - May 7 2025 |  |
| **Resources** | [Team Github](https://github.com/madelinegillman/DATA_481_766_protein_networks)  [Protein Networks Github](https://github.com/Brunk-Lab/Digital_Upskilling_Level_3/blob/main/Protein_Networks_for_Data_Science_Students.ipynb) |  |

**1. Project Overview**

The Protein Networks Team will be analyzing protein abundance data derived from iterative immunofluorescence in lung cancer cells. This project aims to understand protein relationships with HER2 and create a classifier to classify cells based on HER2 low/high groups.

Key deliverables include two team status updates to the class, twice-a-month status updates with the client, and a written report.

**2. Team Mission Statement**

Work collaboratively to deliver a quality project.

**3. RACI Table:**

* **R:** Responsible (Does the work)
* **A:** Accountable (Owns the work/decision)
* **C:** Consulted (Provides input)
* **I:** Informed (Kept up-to-date)

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| **Task/deliverable** | **Team Lead: Madeline** | **Analyst 1: Justin** | **Analyst 2: Kunal** | **Analyst 3: Malaika** | **Analyst 4: Miriam** | **Client:**  **Dr. Brunk** | **Class Instructor: Prof. Marron** |
| Initial client consultation/requirements gathering | A | R | R | R | R | C | I |
| Data cleaning | A | R | R | R | R | I | -- |
| Exploratory data analysis | A | R | R | R | R | I | -- |
| Hypothesis generation | A | R | R | R | R | C | -- |
| Data Analysis: “Killer graph” | A | R | R | R | R | I | -- |
| Team status update to class #1 | A | R | R | R | R | I | C |
| Data analysis: Task 1 | A | R | R | R | R | I | -- |
| Data analysis: Task 2 | A | R | R | R | R | I | -- |
| Data analysis: Task 3 | A | R | R | R | R | I | -- |
| Team status update to class #2 | A | R | R | R | R | I | C |
| Report Generation | A | R | R | R | R | I | I |
| Report Review/Quality Assurance | A | R | R | R | R | I/C | I |
| Updates to client throughout project | A | R | R | R | R | C | I |
| Client Feedback Incorporation | C | R | R | R | R | I | -- |

**4. Communication and Collaboration:**

* **Communication Channels:**
  + **Weekly Team Meetings:** [Tuesdays at 12:30 PM – 1:15 PM, in class or on Zoom] – Individual updates, blockers, questions, more in-depth discussions, review of deliverables, and planning.
  + **Weekly Stand Up:** [Thursdays 12:30 PM – 12:45 PM, in class or on Zoom] – Informal updates
  + **Client Meetings:** [Twice a month, 12:30ish-1:00ish, in GSB or Zoom] – Updates to client, scientific and analysis questions, project milestones met, review of deliverables
  + **Email:** For formal communication, documentation, and external (e.g. to Dr. Brunk or Professor Marron) communication.
  + **Instant Messaging (Teams):** For quick questions, updates, and informal communication.
* **Collaboration Tools:**
  + **Data Storage/Sharing:** [GitHub and SharePoint] - For storing and sharing data, code, reports, and other project-related documents.
  + **Data Analysis Tools:** [R, Python, Jupyter Notebooks] - Specific tools used for data analysis and visualization.
* **Communication Rules:**
  + Respond to emails from external stakeholders within 48 hours.
  + The Team Lead will be the point of contact and will cc all team members on communication with the client.
  + Use clear and concise language in all communications.
  + Escalate issues to the Team Lead (Madeline) promptly.
  + Maintain respectful and professional communication at all times.
  + In-person meeting attendance is preferred, but in certain circumstances Zoom can be used.
* Attendance
  + If you are unable to make class in-person or via Zoom, please email both Prof. Marron and cc the Team Lead (Madeline).
  + Send a message to the rest of the data analysts, either via email or Teams, informing them of your absence.

**5. Decision-Making Process:**

* *Example:* Routine decisions will be made by the team through voting. The Team Lead will make decisions in cases where consensus cannot be reached or when urgent action is required.

**6. Meeting Schedule and Norms:**

* Refer to the communication section for meeting schedules.
* **Meeting Norms:**
  + Start and end meetings on time.
  + Come prepared with relevant information.
  + Actively participate in discussions.
  + Respect other team members' opinions.

**7. Project Success Metrics:**

* Project success will be measured by having every class assignment completed on time and consensus team documents determined.

**8. Team Agreements:**

* Provide constructive feedback, support each other, communicate schedules with the team, and do the work!

**9. Signatures:**

Miriam Holleran-Meyer

Malaika Chirag Shroff

Kunal Kumar

Justin Rafael Rivera

Madeline Gillman