

Big Data Capstone Project: Deliverable 1

Group 5

Team Members:

- 1) *Aneesh Reddy Edunuru*
- 2) *Maneesha Reddy Komirelly*
- 3) *Manogna Chennuru*
- 4) *Meghna Reddy Aleti*
- 5) *Ruchika Bhutada*

Communication Plan

Objectives:

- 1) *Clear and Timely Communication* – Ensure all team members are informed promptly and effectively
- 2) *Transparent Documentation* – Create accessible records for reference and future use.
- 3) *Collaborative Environment* – Foster an open space for discussions and idea sharing.

Communication Channels:

- 1) *Project Repository* – We plan to create a GitHub repository, to facilitate easy in the sharing of documentation and presentations (ppt).

GitHub Repository Link - <https://github.com/meghnareddy-code/Big-Data-Capstone-Project>

- 2) *Virtual Room* – We plan to establish a dedicated communication space on Platforms such as Slack and Zoom meetings to schedule weekly meetings and analyze our progress in the capstone project each week.

We have planned to schedule a weekly meeting, every Fridays to share our progress and discuss any ideas and errors that can be encountered while completing the capstone project on AWS academy.

- 3) *Slack* – We have created a group on slack for instant communication whenever needed.

Capstone and Final Video/PPT Completion Plan:

Capstone Completion Plan (2 weeks)

Throughout the capstone project, we will be using three data files from the Sea Around Us website:

- *The first file contains data from all open seas areas.*
- *The second file contains data from a single open seas area in the Pacific Ocean, referred to as Pacific, Western Central, which is not far from Fiji and many other countries.*
- *The third file contains data from the EEZ of a single country (Fiji), which is near the Pacific, Western Central open seas area.*

Week 1:

Day 1-3: Task 1 – Configuring the Development Environment

- Research and identify necessary tools and environments.
- Set up AWS development environment accounts.
- Install required software and libraries.

Day 4-5: Task 2 - Querying a Single File with S3 Select

- Learn and understand S3 Select.
- Practice and implement S3 Select on the project's file.

Week 2:

Day 1-2: Task 3 - Using AWS Glue Crawler and Querying Multiple Files with Athena

- Set up AWS Glue crawler for data cataloging.
- Configure AWS Athena for querying multiple files.

Day 3-4: Task 4 - Transforming a New File and Adding it to the Dataset

- Define transformation requirements.
- Implement transformation and integrate the new file into the dataset.

Day 5: Task 5 - Visualizing Results in QuickSight

- Create necessary visuals in QuickSight based on the dataset.

Final Presentation Preparation (3 weeks)

Week 1:

Day 1-3: Review Capstone Project

- Validate the completeness of tasks.
- Document processes and outcomes.

Week 2:

Day 1-2: Create Initial Draft of Presentation Slides

- Outline key points and structure for the presentation.
- Compile visuals and key findings.

Day 3-4: Refine and Polish Presentation

- Review and refine the presentation content.
- Practice and time the presentation.

Week 3:

Day 1-2: Finalize Presentation Slides

- Incorporate feedback and make necessary adjustments.
- Ensure cohesiveness and clarity in the presentation.

Day 3-4: Rehearse Presentation

- Practice presenting multiple times for smooth delivery.
- Address any last-minute revisions.

Day 5: Presentation Day

- Deliver the presentation i.e record the presentation in zoom meeting

Team Rules

Attendance:

1. Punctuality
 - i) Attend all meetings on time unless previously communicated.
 - ii) Notify the team in advance if unable to attend and provide a reason.
2. Regular Participation:
 - i) Actively engage in discussions and contribute to meetings.
 - ii) Review meeting agendas or materials beforehand to facilitate productive discussions.

Communication:

1. Transparent Communication:
 - i) Use designated communication channels for project-related discussions.
 - ii) Respond promptly to messages and emails within 24 hours.

2. Professional Conduct:

- i) Maintain respectful and professional communication at all times.
- ii) Avoid derogatory or offensive language in written and verbal communication.

Missing Meetings:

1. Notification Protocol:

- i) Notify the team at least 24 hours before a scheduled meeting if unable to attend.
- ii) Provide a brief explanation for the absence and any relevant updates.

2. Catch-up Responsibilities:

- i) Review meeting minutes or recordings promptly if absent.
- ii) Reach out to a team member for a recap if necessary to stay updated on discussions or decisions made.

Accountability:

1. Commitment to Deadlines:

- i) Meet agreed-upon deadlines for tasks and deliverables.
- ii) Notify the team in advance if facing challenges meeting a deadline and propose solutions.

2. Ownership and Accountability:

- i) Take ownership of assigned tasks and responsibilities.
- ii) Be accountable for actions, mistakes, and their resolutions.

Conflict Resolution:

1. Constructive Feedback:

- i) Provide feedback in a constructive manner, focusing on improvement.
- ii) Address concerns directly with the individual before escalating to the team.

2. Conflict Resolution Process:

- i) Resolve conflicts respectfully and professionally within the team.
- ii) If necessary, involve a designated mediator or team leader to facilitate resolution.

Agreement Statement:

We hereby acknowledge that we have reviewed and understood the contents outlined in this document, including the Capstone Completion Plan and the Final Presentation Preparation. We are committed to fulfilling the outlined tasks and meeting the specified deadlines to the best of our ability.

Signatures:

Aneesh Reddy Edunuru

Maneesha Reddy Komireddy

Manogna Chennuru

Meghna Reddy Aleti

Ruchiqa Bhutada

Date: 11/17/2023