

# TEAM PROCESS AGREEMENT

DATA 992: Capstone Project



## 1. Team Members & Roles

The following members constitute the project team. While specific leads are assigned, every student is required to make technical contributions to the project.

Team Member	Role
	Research Lead
	Final Composition Lead
	QA Lead
Zachary Moran	Scrum Lead

### *Expectations and Ownership*

- ▶ **Stakeholder Management:** Nakisha Boulware Watts is the primary point of contact for the project sponsor.
- ▶ **Quality Assurance:** Tucker Mackie will oversee the validation of models and code.
- ▶ **Project Flow:** Zachary Moran will manage Jira and GitHub.
- ▶ **Academic Integrity:** All members agree to conduct work within the letter and spirit of the UNC Honor Code.

## 2. Project Goals & Objectives

- ▶ **Primary Success Metric:** To create a successful and reproducible anomaly detection model that provides clear value to our stakeholder.
- ▶ **Technical Learning Goals:** The team aims to explore and master unsupervised and adaptive models specifically designed for anomaly detection.
- ▶ **Final Artifact:** A demonstrable artifact consisting of a Python-based codebase and a supporting PowerBI dashboard.

### 3. Technical Stack

The team will utilize the following tools and languages for analysis and development:

Category	Tool(s)
Coding Language	Python (Primary)
Analysis & UI	PowerBI, Seaborn, Python visualization packages
Version Control	GitHub (repository, documentation, project page)
Project Management	Jira

### 4. Meeting & Communication Plan

- ▶ **Live Session Cadence:** The team will meet at least once a week on Monday or Tuesday prior to the course's scheduled live session.
- ▶ **Daily Communication:** WhatsApp will serve as the primary channel for daily updates and quick syncs.

### 5. Project Tracking Strategy

- ▶ **Tracking Tool:** Jira will be used to manage tasks, set milestones, and track progress.
- ▶ **Internal Deadlines:** To ensure technical stability and allow for peer review, all individual components must be completed 48 hours prior to the official Canvas deadline.

### 6. Signatures

*This agreement must be signed by all team members to be valid.*

\_\_\_\_\_  
Christopher Gonzales

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nakisha Boulware Watts

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tucker Mackie

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zachary Moran

\_\_\_\_\_  
Date

