Team Charter (2025 Fall FSE 570 Data Science Capstone)

1. **Team information**
   a. Team member: Pavan Kancharla, Saibhaskara Kanuri, Rahul Gehlot, Saikrishna Reddy, Yue Fang
   b. Team name: Clubs
   c. Project Theme: Driving better financial outcomes by supporting informed decision-making.

2. **Team roles and responsibilities**
   a. Team Lead (Organize each team meeting, assign tasks to team members, track and manage progress of the project): Saibhaskara Kanuri
   b. Data Collection and Cleaning (Collects datasets and preprocesses them for analysis): Yue Fang, Saikrishna Reddy
   c. Data Analysis (Conduct exploratory data analysis and identify key features): Rahul Gehlot, Pavan Kancharla
   d. Machine Learning Model Creation (Builds, trains, and refines ML models for the project): Pavan Kancharla, Saibhaskara Kanuri
   e. Results and Reports (Prepares deliverables, presentations, and the final report): Pavan Kancharla, Saibhaskara Kanuri, Rahul Gehlot, Saikrishna Reddy, Yue Fang

3. **Team norms and expectations:**
   a. Follow the schedule, respect the due date for each task.
   b. Keep good communication, respond, and ask questions as early as possible.
   c. Try to attend all the scheduled meetings and discussions.
   d. Do not be quiet. Share ideas with each other during meetings and discussions.
   e. Update and share progress with every team member weekly.
   f. Deliverables: Project proposal, 2 progress reports, Final report, Presentation, Code repo.

4. **Meeting schedule**
   a. Weekly meeting on each Monday at 5:30 PM through Zoom.
   b. Temporary meetings will be scheduled as needed, format may be Zoom or in person.

5. **Tools and software used for team management**
   a. Zoom meetings are going to be used for weekly meetings and temporary meetings.
   b. The WhatsApp app is going to be used for team daily discussions
   c. Git hub will be used to save and share code/datasets with team members.
   d. Google Calendar will be used to mark and remind of the due day for each tasks and meeting.
   e. Taiga will be used to set the project tasks, assign tasks to each team member, and manage the progress report.