CMPT 3830: Machine Learning Work Integrated Learning-1
Team Charter Template

---

1. Team Name:

AUTO CODERS

2. Team Member details:

- Aashish Arora   aarora26@norquest.ca
- Sahil Chand   schand17@norquest.ca
- Getachew Telila   gteila@norquest.ca
- Love Maan   lsingh27@norquest.ca
- Manveen Kaur (Leader)   mna723@norquest.ca

3. Team Purpose:

Talking about team objectives, our major aim would be to achieve an implementable solution for the current problems the company is facing. Primary objectives include doing exploratory data analysis on raw data, cleaning data for our model which are parts of data preprocessing. Further we would work with different algorithms in our model like k-means and DBscan and try to find the most suitable.

4. Team Goals:

- Long-term Goals:

Find a suitable recommendation for Go auto for deployment and achieve a better understanding in data analytics after finishing the project. The long-term goals of performing Exploratory Data Analysis (EDA) for unsupervised machine learning also include:

1.   Understanding data structure: identifying patterns, trends, and anomalies in the data.

2.   Feature selection: Determining the most informative features for model.

3.   Reduce dimensionality

4.   Finally, to build more accurate and efficient machine learning models that can solve the problems of "Go AUTO".

- Short-term Goals:

Everybody of the team members will be comfortably able to do Exploratory data analysis (EDA) and make dataset clean both for the model. Moreover, meeting deadlines would also be a part of the short-term goals.

- Communication Protocols:

Preferred communication methods include but are not limited to using WhatsApp and Text messaging services. Using Jam board to collaborate and share ideas with each other. Response times are expected to be as soon as possible but assuming team members to be busy , a 4-6 hours' time period for a response is required.

- Meeting Frequency:

Team meetings would definitely be at least twice a week during class hours and depending on time for submissions Online services like Zoom and teams would also be used for virtual meetings.

- Decision-making Process:

Depending on the matter, consultation with our coach/instructor would be preferred. Moreover their experience and domain of knowledge could definitely help to change the outcome of the problem for the better.

- Conflict Resolution:

Conflict resolutions would be decided on a vote, but we would definitely try to avoid any conflicts and come to a mutual decision through talking and communicating.

6. Roles and Responsibilities:

Roles and responsibilities would be assigned to each member but would not be just limited to those only, assistance to each other and providing aid and sharing of knowledge would be included.

Name	Roles
Manveen(Leader)	Data preprocessing and understanding
Aashish	Model Evaluation
Love Maan	Data Transformation
Getachew	Data cleaning
Sahil	Data visualization

7. Communication Plan:

- Tools Used for Communication:
Texting services, Emails, Meet, Microsoft Teams

- File Sharing Method:
Google Drive would be the preferred mode of file sharing.

- Meeting Schedule:
Weekly meeting time: Mondays and Tuesdays(In person)

- Emergency meeting protocol:
Emergency meetings will be called when a team member
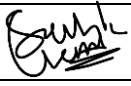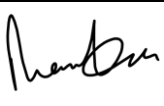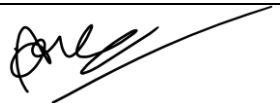
8. Accountability:

- How progress will be tracked:
Weekly updates from everyone before beginning of a new week and use of the app

- How will team members be held accountable for tasks?
Group deadlines are 2 days prior to the actual deadlines. So in case a group member has some kind of issue they can communicate with the rest of the group with enough time to rectify the issue.

9. Signature of Commitment:

Name of the Member	Signature	Date
Sahil Chand		9/17/2024
Getachew Telila		9/17/2024
Love Maan		9/17/2024
Manveen Kaur (Leader)		9/17/2024
Aashish Arora		9/17/2024