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

1. Team Name:
Regression Rebels

2. Team Member details:
Rohit - 3095056 ,

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Spandan Dahal- 3092592,

sdahal92@norquest.ca

Abhinav Datt -3097289 ,

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Jatin Dandyan – 3095052,

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3. Team Purpose:
Our team's purpose is to create a machine learning model to predict the number of days it will take for a vehicle to sell based on features like year, make, model, mileage, and price. The project will help Go Auto optimize inventory management and pricing strategies by providing sales time estimates.

4. Team Goals:

- Long-term Goals:
- Successfully develop a regression model that accurately predicts how long it will take for a vehicle to sell.
- Create a user-friendly dashboard with clear visualization using power Bi or Looker studio.

- Present the Final Project to Go Auto, get feedback from industry experts, and make improvements based on their suggestions.

- Short-term Goals:
- Finish exploring and cleaning dataset in the first week.
- Build and test the first version of the regression model using the data.
- The team will finish all visualizations and key insights by **November 30**, allowing extra time for review and any final adjustments before submission.

5. Team Norms and Expectations:

- Communication Protocols:
Preferred communication method: Email

Response time expectation: Respond within 24 hours

- Meeting Frequency:
The team will meet twice a week:

- Tuesday: From 2:00 pm to 3:00 pm to discuss any doubts or questions. Afterward, the team can clarify issues with the instructor during lab time, starting at 3:30 pm.
- Friday: From 3:00 pm to 5:00 pm to focus on the project, address any mistakes, and provide feedback to team members.

- Decision-making Process:
- Share an idea: If someone has an idea or suggestion, they will share it with the group for everyone to talk about.
- Get Help if Needed: If there is a problem and the group members can't find a solution, we will ask our instructor for help.
- Agree as a Team: We will try to make sure everyone agrees on the decision before moving forward.

- Conflict Resolution:
- Open Discussion: The team will address conflicts through calm and respectful discussions where everyone shares their views.
- Finding Common Ground: Team members will work together to find a solution that works for everyone by focusing on the project's goals.

6. Roles and Responsibilities:

- Rohit: Data Preprocessing Lead – Rohit's job is to get the data ready for the project. He will clean the data, which means fixing any errors or filling in missing information. He will also choose the most important features (like vehicle price or mileage) to use for predicting how long it will take to sell a vehicle.

- Spandan Dahal: Model Developer – Spandan will create the machine learning model, which is like a tool that can predict how long a vehicle will stay on the market. He

  will build the first version of the model and make improvements to it to ensure it gives the best possible results.

- Abhinav Datt: Visualization Expert – Abhinav's role is to make the project's findings easy to understand. He will create graphs, charts, and dashboards that show the data and predictions clearly. He'll use tools like PowerBI or Looker Studio to make these visualizations.

- Jatin Dadhyan: Project Coordinator – Jatin will make sure everything runs smoothly. He will keep track of everyone's tasks, set deadlines, and organize team meetings to check progress. If there are any issues, Jatin will help the team stay on track and meet their goals.

7. Communication Plan:

- Tools Used for Communication:

- Our team will use Microsoft Teams and Google Meet for discussions and meetings. These tools help us talk to each other, share ideas, and collaborate in real-time. We will also use email for official updates, like sending important documents or reports.

- File Sharing Method:

- We will use Google Drive to store all our files, including datasets, scripts, and reports. This way, everyone can easily access the latest version of the work.

- Meeting Schedule:

The team will meet twice a week:

- **Tuesday**: From 2:00 pm to 3:00 pm
- **Friday**: From 3:00 pm to 5:00 pm

- Emergency meeting protocol:

- If there's an urgent issue, we will call a meeting with at least 24-hour notice. We will use our group chat to communicate quickly and send an email about the subject of the meeting. This will help everyone prepare and find a time that works for the whole team.
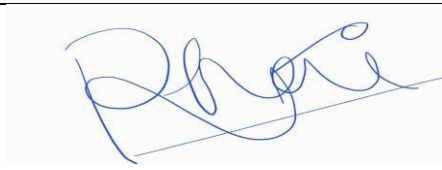
8. Accountability:

- How progress will be tracked:

Trello will be used by our team to track our progress in the work. Every individual will have his assigned work on the Trello board. To-Do list is useful because we can transfer the tasks from "To-Do" list to "In Progress" and then "to Completed" when they are done. This makes it possible for everyone to know what is in progress and what has been completed. We will look at the board on weekly basis so that we can ensure that we are on track with the project.

- How will team members be held accountable for tasks?

- If a team member cannot perform his assigned work on time, the team will be informed as soon as possible. The team will therefore come up with a plan and set a new date for when the task should be completed. In this way, all the people remain accountable for the work that they are doing.

9. Signature of Commitment:

Name of the Member	Signature	Date
Rohit		16-09-2024
Spandan Dahal		16-09-2024
Abhinav Datt		16-09-2024
Jatin Dandyan		16-09-2024