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| **Project Title:** |
| **Project Summary:**  Approximately 300 words.  A clear description of the overall vision for your project.   * What are you doing? * Why are you doing it? * Who will use it? * How will they use it? (Example use case) |
| **Project Development:**  Approximately 300 words.  A description of your first minimal viable product (MVP) including what you will learn from deploying this and what you would measure in order to learn it. (Even if you are not taking a lean approach to managing your project you should be able to articulate an MVP.)   * How will you build your system? (System diagram)   + Front-end: User interface components   + Back-end: Technical components   + Data sources: What data will you use and how will you access it?   You must use a specified methodology (e.g., SCRUM) |
| **Evaluation:**  Approximately 200 words.   * How will you evaluate your system? (Initial ideas) * How will the evaluation inform your future development? |
| **Project Management:**  Approximately 200 words.   * How will you run the project? * What deadlines will you set? * What is success?   You must use a Project Management tool (e.g.,Github/Zenhub) |

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| **Team Name:** |
| **Team Members:**   |  |  |  | | --- | --- | --- | | **Name** | **Student Number** | **Contact Number** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Team Meetings:**  Approximately 200 words.  Discuss issues like:   * Does everyone have to attend all meetings? * How often will there be meetings? * Are there topics that are out-of-bounds? * Online or face-to-face? * Decision making (Majority rule/Unanimous/Expertise wins)? * How will turn taking happen? |
| **Team Conflict:**  Approximately 150 words  Discuss issues like:   * How do you deal with habits of individual members? * How do you deal with unresolved issues? * How will you deal with conflict? * How will you avoid it? * Who will have the ultimate veto? |