TEAM PROCESS AGREEMENT

DATA 992: Capstone Project

1. Team Members & Roles

Note on Participation: These roles are established to provide organizational structure and technical ownership; however, they are not exclusive. All team members are required to provide technical contributions and will participate in all project phases and roles throughout the semester.

Team Member	Role
Christopher Gonzales	Research Lead
Nakisha Boulware Watts	Final Composition Lead
Tucker Mackie	QA Lead
Zachary Moran	Scrum Lead

Expectations and Ownership

- **Christopher Gonzales | Research Lead:** Responsible for spearheading the background research and the literature review. This role ensures we identify at least 10 high-quality sources, including scientific papers and code repositories to inform our anomaly detection methodology.
- **Nakisha Boulware Watts | Final Composition Lead | Stakeholder Management:** Serves as the primary point of contact for our project sponsor and stakeholders. This role leads the final assembly of our project page and presentation materials, ensuring all feedback is incorporated for a polished final delivery.
- **Tucker Mackie | QA Lead:** Oversees the quality and accuracy of our data plan, dictionary, and visualizations. This role ensures our technical outputs meet the course standards for clarity and mechanics.
- **Zachary Moran | Scrum Lead**: Responsible for maintaining the project schedule and managing our Jira backlog. The Scrum Lead is the primary facilitator for team logistics and project pacing. This role assists with the project plan and the organization of our GitHub repository to ensure all milestones are met on time.

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	1/14/2025 Date
Zachary Moran	01/14/2026 Date