Week 3: DS3 Framework

DATA 510: Data Science Capstone

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Week 3 framework briefing. A guided tour of Data Science Studio Scrum (DS3): why it exists, how the studio and dual-role membership work, the six artifacts, the five-column Iterative Development board, the weekly Studio Session, the Brief / Critique loop and SLAs, and the operational tooling (GitHub repo, Projects board, Discord). Closes with a pre-flight for tonight's Studio Charter activity so we can transition straight from this deck into chartering.

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1 Learning Objectives

1.1 Today's Objectives

1.2 What You Will Leave With

By the end of this session, you will be able to:

1. **Explain** why DS3 exists and what it adapts from DDS, Lean Inception, and the design studio model.
2. **Name** the six DS3 elements (T-DPO, SB-SC, ACO, DRSM, MTB, Studio Charter) and what each contributes.
3. **Describe** Triadic Distributed Product Ownership and the dual-role rule that puts every student in three studios.
4. **Walk** a Product Backlog Item through the five-column Iterative Development board, including the WIP cap and the Definition of Done gate.
5. **Identify** the artifacts you must commit to your repo by the end of week 3 and what your studio will produce in tonight's chartering activity.

1.3 Course Connection

This session supports your **project proposal** (M1, end of W4), every weekly **Studio Session** from W4 through W13, and the **Stakeholder participation** component of the course grade (15%, with a published rubric and a participation floor).

2 Part 1: Why DS3

2.1 Why a Capstone Needs Its Own Framework

2.2 What Industrial Agile Assumes

Scrum, Kanban, and even data-tailored Data-Driven Scrum (DDS) all assume:

- A **single empowered product owner** with continuous availability.
- A **co-located cross-functional team** working full time on one product.
- **Capability-based iterations** that finish whenever the next experiment finishes.
- A surrounding **organization** that supplies stakeholders, sponsors, and end users.

. . .

A graduate data science capstone has **none** of those.

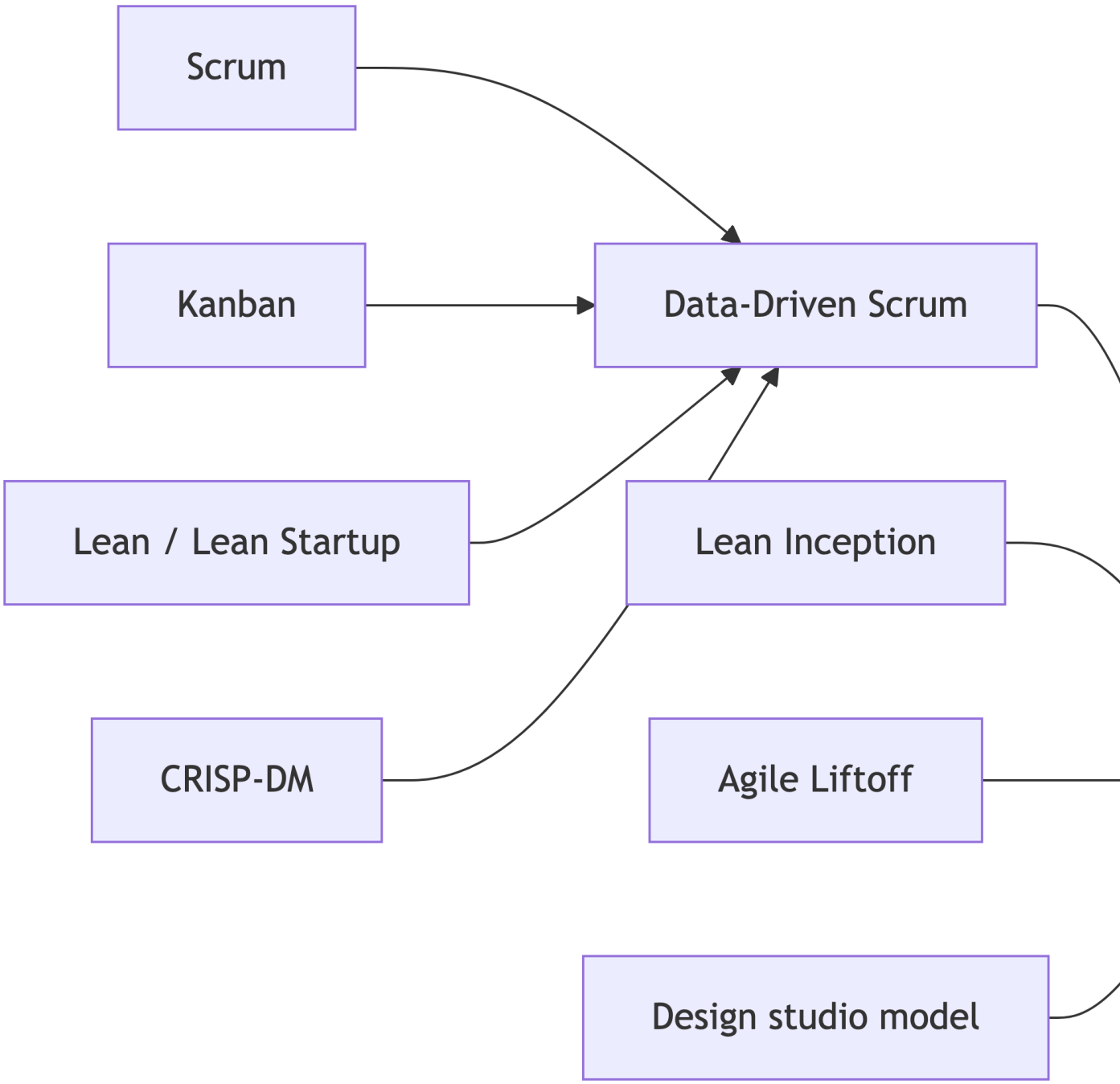
2.3 What a Graduate Capstone Actually Has

- A **fixed weekly meeting** (one 120-minute class block).
- **Hard milestone deadlines** on the academic calendar.
- An **instructor approval gate** for data, scope, and ethics.
- Students who are simultaneously **workers on their own project** and **outside voices** on a peer's project.

The closest analog in higher education is the **design studio** in architecture and the visual arts: many parallel projects, periodic public critiques, and a teaching artist who facilitates rather than commissions.

2.4 DS3 in One Sentence

DS3 is what DDS looks like if it accepts the **studio** as its host environment instead of an industrial product team.



2.5 The Six Novel Elements of DS3

Element	What it adds beyond DDS
T-DPO Triadic Distributed Product Ownership	Three voices in the PO triad: owner team plus two or three peer PO individuals from adjacent capstones
SB-SC Studio Brief / Studio Critique	A weekly **written** loop: brief for the next iteration, critique on the last one
ACO Academic Cadence Overlay	Capability-based iterations inside a fixed weekly class meeting
DRSM Dual-Role Studio Membership	Every student is an Owner on one project and a Peer PO on two adjacent projects
MTB Milestone-Tagged Backlog	Every PBI carries a milestone tag (`M1`..`M5`, `infra`, `ethics`)
Studio Charter	A single-session inception that produces a committed `CHARTER.md` and seeded backlog

2.6 Goals and Non-Goals

Goals

1. Give students transferable experience with industry-proven processes (Scrum, Kanban, Lean, DDS, CRISP-DM).
2. Run end to end inside one class block per week, with no out-of-class coordination overhead.
3. Be repeatable: another instructor can pick this up next term without custom code.
4. Preserve the empirical, hypothesis-driven character of DDS.

. . .

Non-goals

- DS3 is not a scaling framework. It does not replace milestone rubrics, grading, or Canvas submissions.

3 Part 2: The Studio and Dual-Role Membership

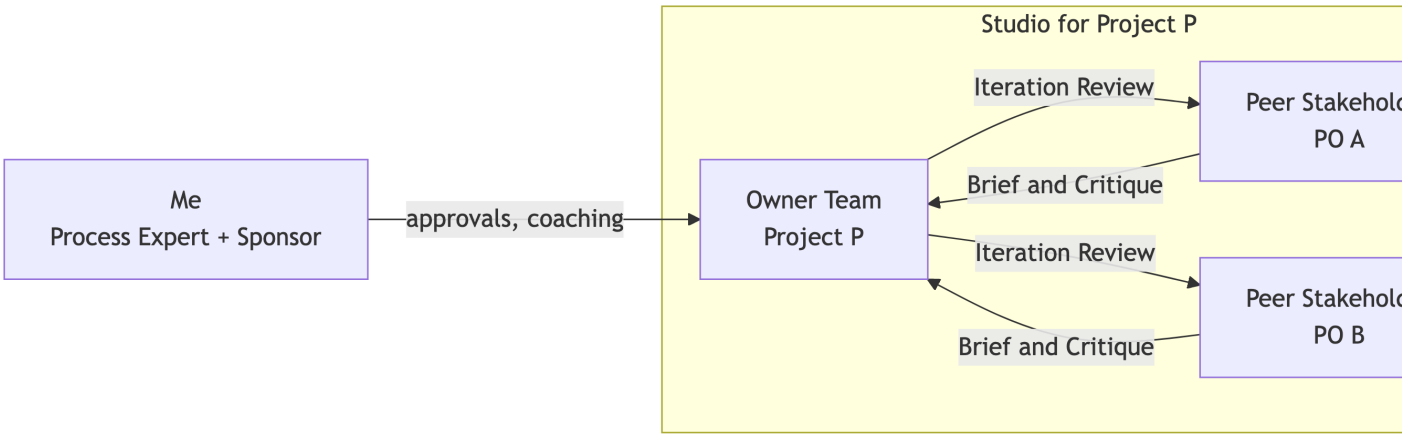
3.1 The Studio

3.2 What a Studio Is

A **studio** is one project plus the people who own and review it for the term:

- The **owner team** (1 to 3 students) who build the project.

- **Two or three peer Stakeholder POs** drawn from adjacent capstone projects.
- **Me** (Process Expert and Sponsor) sitting above the triad as approver and arbiter.



3.3 Roles Inside a Studio

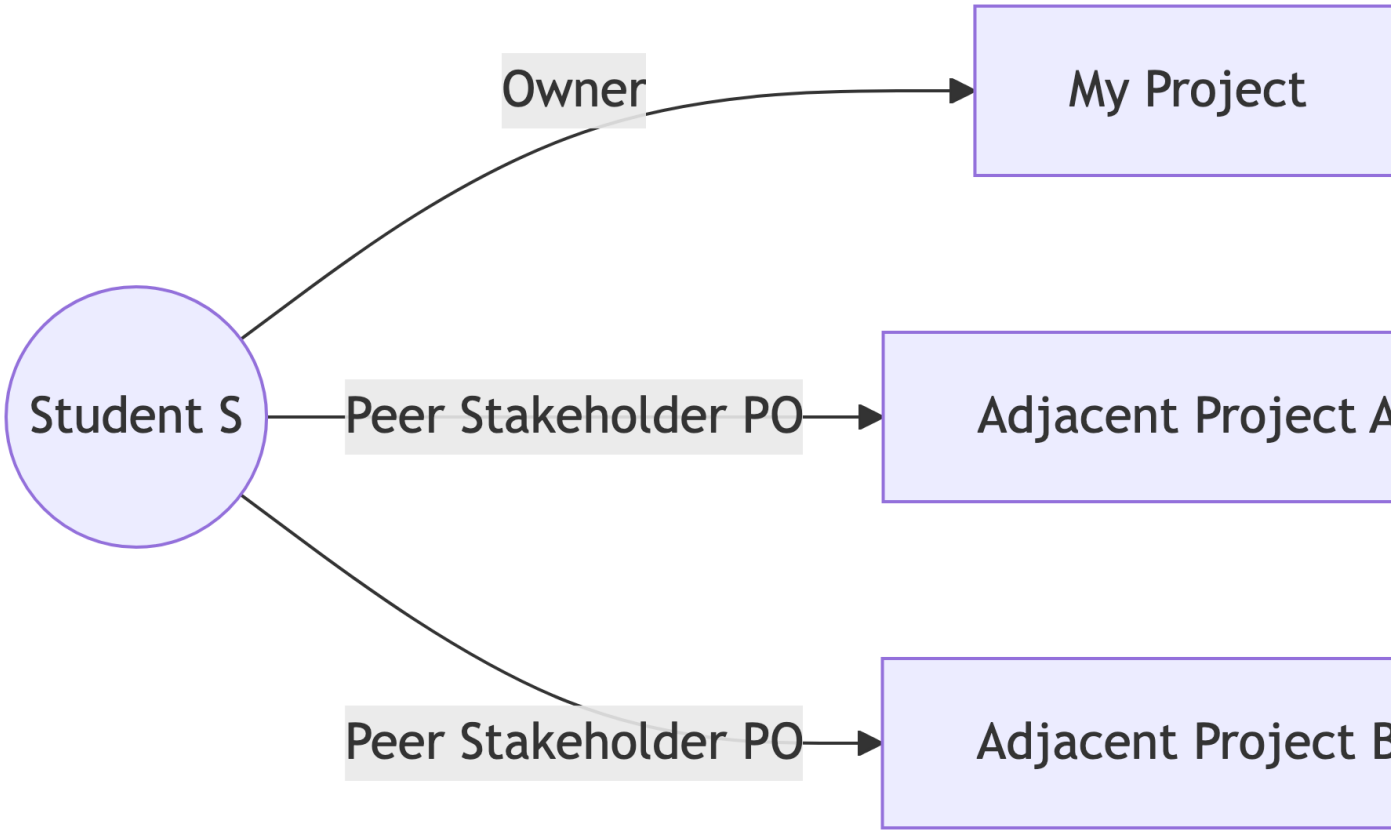
Role	Filled by	Core responsibilities
Owner Product Lead	One named student on the owner team (solo students are their own lead)	Drives the Studio Session, owns the backlog and board, integrates Briefs into the next iteration plan
Owner Team	All members of the project (1 to 3)	Cross-functional execution: Create / Observe / Analyze on each pulled PBI
Peer Stakeholder PO (2 or 3 per project)	Assigned individuals from adjacent capstones	File a written **Studio Brief** and **Studio Critique** each week; treat the project as if they were a domain customer
Process Expert	Me	Coach DS3 mechanics, remove impediments, enforce academic cadence, mediate priority conflicts
Sponsor	Me	Approve data sources and scope, sign off on milestones, hold final authority

3.4 The Dual-Role Rule

Every student plays **two roles in parallel**:

- **Owner** on exactly **one** project (their own).
- **Peer Stakeholder PO** on exactly **two** adjacent projects.

Their two stakeholder assignments land in the **two Studio Sessions other than their own project's session**, so they attend both in person every week.



3.5 Why the Dual-Role Design

Most data science failures look the same from the producer side and from the receiver side. In DS3, every student lives on **both** sides every week:

- As an **Owner** you feel what it is like when feedback arrives late, vague, or off-target.
- As a **Peer PO** you feel what it is like to write feedback that someone else has to actually act on.

That symmetry is the point. It is graded as the **Stakeholder participation** component (15% of the course grade). Full assignments live on the Peer Stakeholder PO lookup.

4 Part 3: Artifacts and Iteration Mechanics

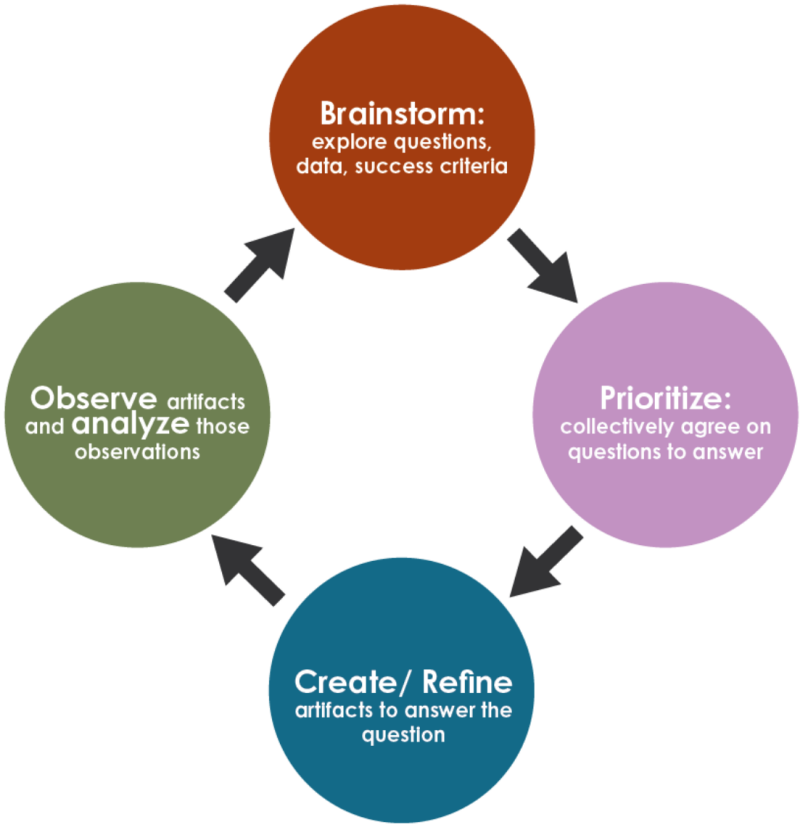
4.1 Six Artifacts

4.2 The Six DS3 Artifacts

DS3 inherits four artifacts from DDS and adds two.

Artifact	Origin	What it is
Product Backlog	DDS / Scrum	Prioritized list of PBIs; each PBI has a hypothesis, a Create / Observe / Analyze triple, and a milestone tag
Item Breakdown Board (IBB)	DDS	Workspace where the top of the backlog is exploded into tasks during refinement
Task Board	DDS / Kanban	Visible flow with five columns: `Backlog`, `Create`, `Observe`, `Analyze`, `Done`
Iteration Review Report	DDS	Weekly README section: completed PBIs, board snapshot, what was created / observed / analyzed
Studio Brief *(new in DS3)*	Lean Inception, Liftoff	One-page peer PO document filed **before** the next iteration: requirements, questions, risks
Studio Critique *(new in DS3)*	Studio model + DDS Iteration Review	One-page peer PO document filed **after** the iteration: assesses delivery vs charter and prior brief

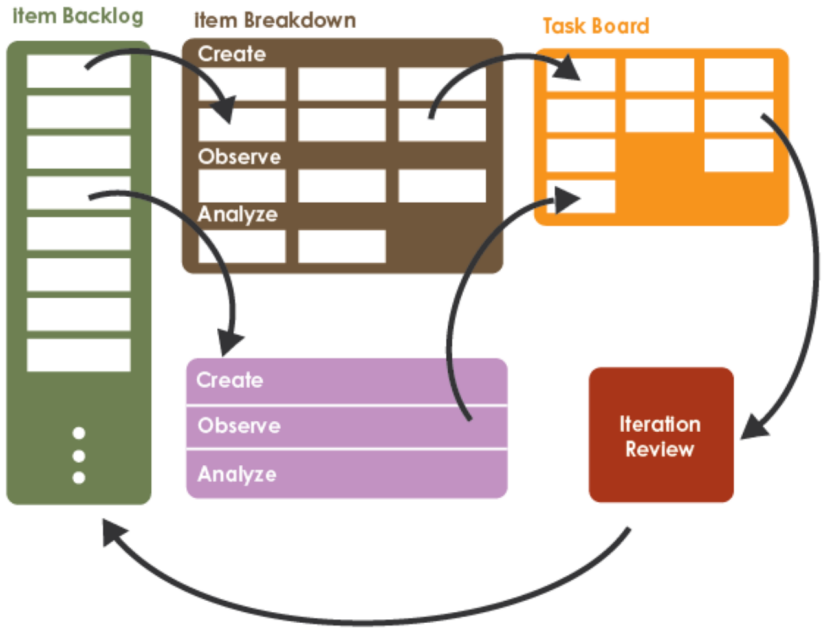
4.3 DDS High-Level Flow of Work



1. **Brainstorm** items (questions, hypotheses, spikes).
2. **Prioritize** given current data and modeling needs; pull the top item.
3. **Create and refine** pipelines, models, visuals, docs tied to that item.
4. **Observe** results together and **reprioritize**.

This is the metabolism every iteration runs on, in DDS and in DS3.

4.4 DDS Core Artifacts (DS3 Keeps All Four)



DS3 adds **Studio Brief** and **Studio Critique** on top, and tags every backlog item with a milestone.

4.5 The Create / Observe / Analyze Triple

Every PBI must answer **three** questions, not one:

Phase	What you produce
Create	The artifact: ingestion script, model, draft figure, draft section. *Something exists in the repo.*
Observe	Evidence about that artifact: row counts, evaluation metrics, sanity checks. *A measurement is recorded.*
Analyze	Interpretation of the evidence: a written decision (continue, pivot, kill, decompose). *A next step is named.*

. . .

Data science fails when teams **create** something and declare victory before **observing** whether it works, and long before **analyzing** what the result means.

4.6 Capability-Based, Not Time-Boxed

DS3 keeps DDS's two crucial mechanics:

1. **Iterations are capability-based.** An iteration ends when its Create / Observe / Analyze cycle finishes, whether that takes 3 days or 2 weeks.
2. **Meetings are time-based.** Standups, reviews, briefs, critiques, and retros all happen on the **class calendar**, regardless of where each project's iteration sits.

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This decoupling is the **Academic Cadence Overlay** (ACO). It lets data science work breathe while the weekly ritual stays predictable.

4.7 Milestone-Tagged Backlog (MTB)

Every PBI carries a tag so process never drifts away from grades.

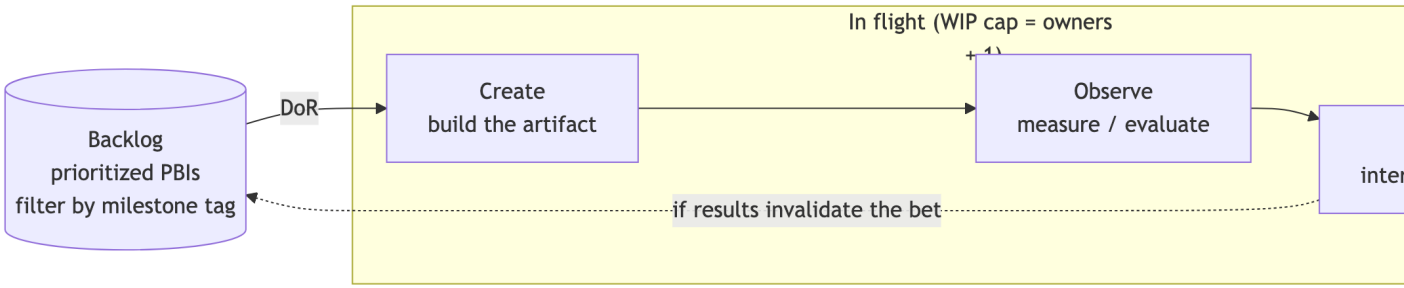
Tag	Milestone	Week
`M1-proposal`	Project Proposal	4
`M2-data-summary`	Data Summary	7
`M3-poster-draft`	Poster Rough Draft	10
`M4-writeup-draft`	Write-up Rough Draft	12
`M5-final`	Final Poster + Write-up	14
`infra`	(cross-cutting engineering)	–
`ethics`	(cross-cutting governance)	–

PBIs without a milestone tag are a smell. I flag them during refinement.

5 Part 4: The Iterative Development Board

5.1 Five Columns, One Lifecycle

5.2 The Board at a Glance



The columns are not work types ("the modeling column"). They are **phases of work on a single PBI**.

5.3 What Each Column Means

Column	The PBI is here when...	Trigger to next column
`Backlog`	The PBI is prioritized but may not yet meet the Definition of Ready	Owner Lead confirms DoR and the team has WIP slack
`Create`	The team is **building the artifact** named in the PBI	Create artifact is committed (or linked)
`Observe`	The team is **running the experiment / measurement**	Observe results are recorded somewhere referenceable
`Analyze`	The team is **interpreting** the Observe results vs the hypothesis	Analyze writeup is in next Iteration Review draft and a peer PO has signed off or critiqued
`Done`	The PBI passes the Definition of Done and is linked in the next Iteration Review	(Don't archive mid-term; we use these for milestone retros)

5.4 Why Not "To Do / Doing / Done"?

Data science fails in a specific way:

> Teams *create* something and declare victory before they have *observed* whether it answers the question, and long before they have *analyzed* what the observation means.

. . .

Splitting the in-flight portion into three named phases makes it **impossible to skip steps without it being visible** to the peer POs and to me.

5.5 WIP and Ownership

- **WIP cap.** `Create + Observe + Analyze` total is **at most owners + 1** at any moment. (Solo: 2. Pair: 3. Triple: 4.)
- **Who moves cards.** The **Owner team** moves cards forward. The **Owner Product Lead** is responsible for board hygiene.
- **What peer POs do.** They **comment** on issues and drop suggestions in Studio Briefs. They do **not** push owner cards across columns.
- **What I do.** During the *Instructor Sync* slot I open the board, walk it column by column, and call out anything stuck or in the wrong column.

5.6 Capability-Based on the Board

A PBI can sit in `Observe` for two weeks if the experiment legitimately takes that long.

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The board does **not** reset at the end of the week. The class meeting and the Iteration Review still happen on the academic calendar regardless of where each project's PBIs are. That is the **Academic Cadence Overlay** at work.

5.7 How the Board Feeds the Iteration Review

Every PBI that crossed into `Done` since the last Iteration Review becomes a bullet in this week's `README.md`:

```
- PBI-### <title> -- Create: <link>, Observe: <result>, Analyze: <decision>
```

PBIs that crossed into `Create`, `Observe`, or `Analyze` but did not finish go under *In-flight (carrying across the boundary).*

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This is the bridge between the **live board** (a snapshot of "right now") and the **README log** (the durable weekly history that peer POs read before filing the next Brief and Critique).

5.8 Definition of Ready / Definition of Done

Definition of Ready (Backlog → Create)

- One-sentence hypothesis or user story
- Named **Create / Observe / Analyze** triple
- Milestone tag (`M1`..`M5`, `infra`, `ethics`)
- T-shirt size (S, M, L, XL)
- WIP slack on the board

Definition of Done (Analyze → Done)

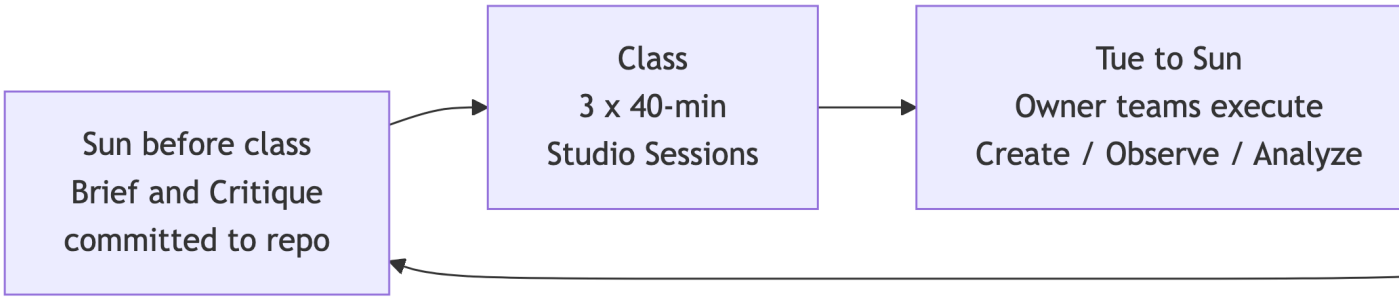
- Create artifact in the repo or linked from the issue
- Observe results recorded somewhere referenceable
- Analyze writeup names a next step
- A peer PO has signed off or filed a Critique
- Card is linked under *Completed PBIs* in the next Iteration Review

The full DoR / DoD lives in your `CHARTER.md`. We will write yours tonight.

6 Part 5: The Weekly Studio Session

6.1 Three 40-Minute Sessions

6.2 Weekly Cadence at a Glance



Submission times are set per studio in the `CHARTER.md` *Working agreements*. Sunday-before-class is the default for our Monday meeting.

6.3 The 120-Minute Class Block

The class block hosts **three sequential 40-minute Studio Sessions**. Each project is assigned to **one** session for the term.

Block	Time (8:00 - 10:00 PM)	Who attends
Studio Session 1	8:00 - 8:40	Projects assigned to Session 1 + their peer POs
Transition	8:40 - 8:45	Stakeholders shift tables
Studio Session 2	8:45 - 9:20	Projects assigned to Session 2 + their peer POs
Transition	9:20 - 9:25	Final shift
Studio Session 3	9:25 - 10:00	Projects assigned to Session 3 + their peer POs

Inside each 40-minute slot, every assigned project runs the same agenda **in parallel** at separate tables.

6.4 The 40-Minute In-Session Agenda

Phase	Time	What happens
1. **Owner standup**	5 min	Yesterday / today / blockers at the board (also posted in `#standup`)
2. **Studio Critique discussion**	10 min	Peer POs walk the team through their **written** critique of last week's delivery
3. **Studio Brief discussion**	10 min	Peer POs walk through their **written** brief; team adopts / defers / declines each item
4. **Backlog refinement and board walk**	10 min	Walk the board left to right; refine top of `Backlog` to DoR; pull new cards up to WIP cap
5. **Instructor sync and commitment**	5 min	I scan the board; team logs its iteration commitment to the repo

6.5 Why Heavy on Written Artifacts

The point of the session is **not** to write Briefs and Critiques in the room.

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The point is to discuss what was **already written before class**, so:

- Peer POs cannot **ghost** the ritual.
- Owners cannot **wave away** feedback that exists in print.
- The audit trail is committed to git, not to memory.

6.6 Between-Class Cadence

Written cadence runs on each project's **GitHub repo**, mirrored to its **Discord category**:

- **Iteration Review** in `README.md` by the Sunday before next class.
- **Studio Brief** in `studio/briefs/W<NN>-<peer>.md` by the Sunday default.
- **Studio Critique** in `studio/critiques/W<NN>-<peer>.md` by the Sunday default.
- **Blockers** flagged in `#blockers`; I respond there or in the next Studio Session.
- **Retrospective** at milestone boundaries (W4, W7, W10, W12, W14).

6.7 Milestone Weeks Compress the Slot

On milestone weeks the agenda shrinks to make room for the deliverable itself.

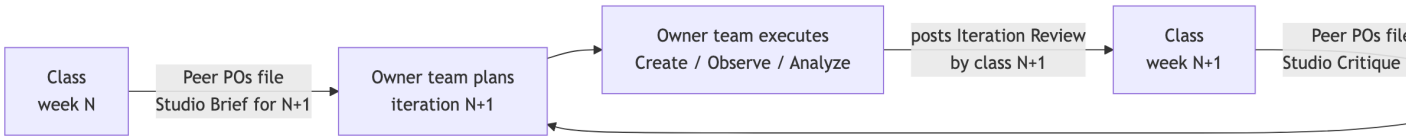
Phase	Compressed time
Owner standup	3 min
Studio Critique (milestone-tagged only)	7 min
Studio Brief (next milestone tag only)	5 min
Milestone artifact work	**20 min**
Instructor sync and commitment	5 min

Written Briefs and Critiques are still required that week.

7 Part 6: Briefs, Critiques, and SLAs

7.1 The Brief / Critique Loop

7.2 How the Loop Connects Two Class Meetings



Every week each peer PO owes **two artifacts** per project they support: a Brief looking forward and a Critique looking back.

7.3 Studio Brief Template (one page)

Stored at `studio/briefs/W<NN>-<peer-name>.md` in the owner team's repo.

```
# Studio Brief, week <NN>, from <peer PO> to <owner team>

**Filed:** <date and time>
**For iteration starting:** <date>

## What we want you to consider for next iteration
1. <requirement, question, or risk> -- why it matters: <one sentence>
2. ...

## Why now
<one or two sentences linking to the project's current milestone tag>

## What we are not asking for
<one sentence so the owner team is not surprised>
```

7.4 Studio Critique Template (one page)

Stored at `studio/critiques/W<NN>-<peer-name>.md` in the owner team's repo.

```
# Studio Critique, week <NN>, from <peer PO> to <owner team>

**Reviewing iteration ending:** <date>

## What you delivered
<one paragraph summary>

## Against last week's Studio Brief
- Item 1: <adopted / deferred / declined / partial>

## Against the Charter
- Still moving toward Vision and Mission? <yes / no / drifting because ...>
- On track for next milestone? <yes / no / at risk because ...>

## Two strengths / Two specific revisions
- ...
```

7.5 Response SLAs (Service Level Agreements)

A **Service Level Agreement** is a written promise the triad makes about *how fast* each side responds when a signal arrives. Without SLAs, a Brief drops into a void.

Five signals must have an SLA before you commit `CHARTER.md`:

Signal	Who responds	Typical SLA
Studio Brief filed	Owner team	Acknowledge in `#studio` within 24h with adopt / defer / decline
Studio Critique filed	Owner team	Respond in `#studio` within 24h, capture follow-ups in backlog
Iteration Review posted	Both peer POs	Read before filing the next Brief and Critique
Blocker flagged in `#blockers`	Me + tagged peer PO	Respond by next Studio Session at the latest
Clarifying question in `#general`	Whoever is tagged	Reply within 48h

7.6 How DS3 Stays Fair

The dual workload only works if **everyone** files briefs and critiques. DS3 makes it enforceable:

- Every Brief and Critique is a **committed file** with a timestamp. Missed weeks are visible.
- Owner teams **must log adoption status** for each Brief item. Quiet ignoring is not allowed.
- I **audit** the `studio/` folder during each Instructor Sync.
- Late or missing Briefs and Critiques count against the **Stakeholder participation** component (15% of the course grade). A **participation floor** caps this component at 50% if you miss 4 or more over the term.

8 Part 7: Operational Tooling

8.1 Two Tools, Provisioned in Week 3

8.2 What You Set Up This Week

DS3 lives in two operational tools:

1. A per-project **GitHub repo** with a linked **Projects (v2) board**.

2. A per-project **Discord category** inside the class server.

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I provision the **Discord categories**. Owner teams provision the **repo and board** during the chartering session tonight.

8.3 GitHub Repo From Template

Bootstrap your repo from the DS3 template, do not start blank:

1. Visit https://github.com/LucasCordova/ds3template.
2. Click **Use this template → Create a new repository**. Name it `data510-<project-slug>`.
3. Add `LucasCordova` as a collaborator with **Admin** access.
4. Add each **peer PO** as a collaborator with at least **Triage** access (they need to comment on issues, push Briefs and Critiques as commits or PRs).
5. Fill in the placeholders in `README.md` and `CHARTER.md` (project name, owner team, peer POs, Studio Session, links).

8.4 What the Template Ships With

```
README.md           # Iteration Review per week (stubs for W4..W14)
CHARTER.md          # Charter template (vision, mission, SLAs, DoR/DoD)
BACKLOG.md          # Mirrors the Projects board, human readable
studio/
  briefs/           # _TEMPLATE.md + W<NN>-<peer-name>.md per peer PO
  critiques/        # _TEMPLATE.md + W<NN>-<peer-name>.md per peer PO
src/                # source code, with a layout README
notebooks/          # exploratory + reporting notebooks
data/               # raw / external / interim gitignored; processed committed
deliverables/       # M1..M5 milestone artifacts
.gitignore          # Python + data science + Quarto + OS defaults
```

You inherit the layout, naming, and `.gitignore` for free.

8.5 GitHub Projects Board: Bootstrap From My Template

The Projects board does **not** appear automatically when you create a repo, and a brand-new Project is **not** linked to any repo by default. Copy mine, do not build from scratch:

1. Visit my template at https://github.com/users/LucasCordova/projects/3.

2. Click the **three dots** ( ) in the upper-right, then **Make a copy**.
3. In the dialog: select **yourself** as Owner; name the project `@Project Board`.
4. Open your copy, click the **gear icon** (Project Settings).
5. Under **Default repository**, choose your project repo so the board is linked.
6. Under **Manage access**, add each **peer PO** (Read or Write) and `LucasCordova` (Admin).
7. Paste the board URL into `CHARTER.md` and pin it in your project's `#general` Discord channel.

8.6 Discord: One Category Per Project

Class invite: https://discord.gg/RjkTUqzuch. On the welcome screen, click the buttons to opt into your **own project's category** and each of your **two peer projects' categories**.

Channel	Purpose
`#general`	Day-to-day discussion, decisions, links, async Q&A. Pin the repo URL and Projects board URL.
`#standup`	Async written standups posted before each class (yesterday / today / blockers).
`#studio`	Peer POs drop links to their Brief and Critique here as soon as they are committed.
`#blockers`	Owner team flags impediments and data approval requests to me.

8.7 Find Your Studio Right Now

Open the Peer Stakeholder PO lookup and find:

1. **Your project row.** Note your **Studio Session** (1, 2, or 3) and your **two or three peer POs**.
2. **The two rows where you appear as a Stakeholder.** Note those Studio Sessions; you attend both in person.

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If your project + your two stakeholder rows fall into all three Studio Sessions exactly once, you are in the right place. If something looks off, email me before chartering.

9 Part 8: Capstone in Context

9.1 What This Framework Wraps

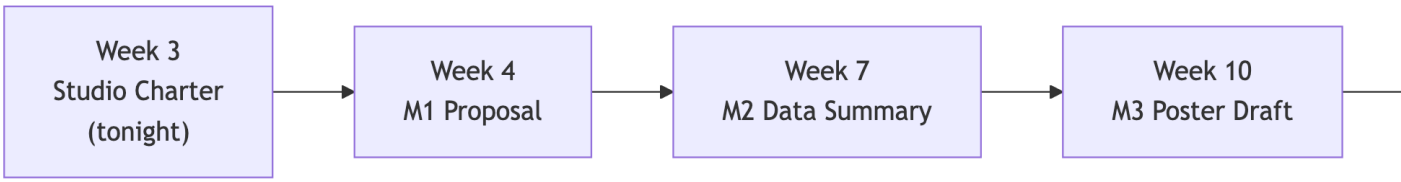
9.2 The Five Pillars

A capstone is not a process for its own sake. DS3 is the operating layer **around** the actual work, which still has to integrate the five pillars of the MS curriculum:

Pillar	What it looks like in your project
Data engineering	Sourcing, cleaning, versioning, automating data so analyses are reproducible
Analytics / ML	Appropriate modeling or inference, validation discipline, honest limits
Visualization and communication	Graphics and narrative legible to technical and non-technical audiences
Ethics and responsible use	Privacy, consent, fairness, transparency, retention, deployment risk
Statistics and research design	Clear questions, baselines, evidence that matches the claim

Silo pitches ("only a dashboard," "only a model notebook") get pushed to deepen before approval.

9.3 The Semester at a Glance



Every PBI you pull this term gets a milestone tag pointing at one of these weeks.

9.4 Where This Lecture Lands

You now know:

- **Why** DS3 exists and what it borrows.
- **Who** sits in your studio and the dual-role rule.
- **What** the six artifacts are and how the five-column board works.
- **When** the weekly Brief / Critique / Iteration loop runs.
- **How** you provision the GitHub repo, board, and Discord category.

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What is left: turn the framework into **your** project's `CHARTER.md`. That is tonight's activity.

10 Part 9: Tonight's Chartering Pre-Flight

10.1 How Chartering Runs Tonight

10.2 Chartering Runs on the Studio Schedule

The class block hosts **three sequential 40-minute Charter Sessions**, one per Studio Session, exactly the same schedule the rest of the term uses (W4 onward).

Block	Time (8:00 - 10:00 PM)	Who is at the tables
Charter Session 1	8:00 - 8:40	**Studio Session 1** projects charter; their peer POs attend
Transition	8:40 - 8:45	Stakeholders move
Charter Session 2	8:45 - 9:25	**Studio Session 2** projects charter; their peer POs attend
Transition	9:25 - 9:30	Final shift
Charter Session 3	9:30 - 10:00	**Studio Session 3** projects charter; their peer POs attend

Each project gets **40 minutes**. Peer POs attend their two projects' Charter Sessions in person.

10.3 Tooling Checklist

The project owner team will set up tooling:

- ☐ **GitHub repo** created from https://github.com/LucasCordova/ds3template using *Use this template*.
- ☐ `LucasCordova` added as a collaborator with **Admin** access.
- ☐ **Each peer PO** added as a collaborator with at least **Triage** access.
- ☐ **GitHub Projects board** copied from https://github.com/users/LucasCordova/projects/3, named `@Project Board`, with your repo as **Default repository** and access granted to peer POs and `LucasCordova`.
- ☐ **Discord category** joined: your own project's category and your two peer projects' categories. Repo URL pinned in `#general`.
- ☐ **A laptop** for the Owner Product Lead, ready to finalize `CHARTER.md` live.

10.4 Drafts in the Repo

`CHARTER.md` and `BACKLOG.md` will be worked on during the chartering session:

- ☐ **Vision and Mission drafts** (one or two sentences each).
- ☐ **Context bullets**: users, candidate data sources with access status, constraints, ethics risks.
- ☐ **Success-criteria drafts**: one measurable criterion per milestone (M1, M2, M3, M4, M5).
- ☐ **Internal working-agreements draft**: how your owner team syncs, reviews code, decides.
- ☐ **Seeded backlog**: 5 to 10 PBIs in `BACKLOG.md` and as issues on the board's `Backlog` column, each with a Create / Observe / Analyze triple and a milestone tag.

. . .

The 40-minute slot is for **working on drafts with your peer POs**. You will start with your project forming from the previous week.

10.5 The 40-Minute Charter Agenda

Phase	Time	What happens
1. **Anchor**	5 min	Owner reads W2 snapshot + drafted Vision / Mission aloud; peer POs ask clarifying Qs only
2. **Vision / Mission / Context check**	8 min	Peer POs surface gaps; owner revises bullets in `CHARTER.md` live

Phase	Time	What happens
3. **Success-criteria check**	7 min	Peer POs sanity-check that each milestone criterion is measurable + achievable
4. **Working agreements + Response SLAs**	12 min	Triad fills the SLA table together (5 signals); confirms Brief / Critique due times; locks DoR / DoD
5. **Backlog walkthrough**	6 min	Peer POs see the seeded backlog; suggest 1 to 2 additions; confirm milestone tags
6. **Commit**	2 min	Owner Product Lead commits `CHARTER.md` and `BACKLOG.md` in front of the table

The slot ends with `CHARTER.md` and `BACKLOG.md` **committed before the table breaks**.

10.6 Roles in the Session (Same as the Studio)

Who	Role tonight
Owner Product Lead	Drives the session, holds the keyboard, pushes for decisions when discussion stalls
Owner Team members	Co-author every section; do not delegate to the Lead
Peer Stakeholder POs	Full participants, not observers. Surface what they care about as the eventual customer
Me	Float between the project tables active in the current Studio Session, time-box phases, flag vague sections, arbitrate on data approval

10.7 What Must Be Committed by End of Class

- ☐ `CHARTER.md` filled in (no `<placeholders>` left), committed and pushed.
- ☐ `BACKLOG.md` with at least **5 seeded PBIs**, mostly `M1-proposal`-tagged.
- ☐ **At least 5 issues** on the repo, added to the Projects board (`Backlog` column), each with a Create / Observe / Analyze triple, milestone tag, and size.
- ☐ **The board URL** submitted in Canvas so I know it is ready for review.
- ☐ **SLA table** in `CHARTER.md` filled in (every row has an answer).

. . .

If your studio is missing a peer PO tonight, file a `#blockers` post, charter without them. The peer PO should follow up with the project owner before next week.

10.8 Begin Chartering

You have the framework. Your studio has the people. The repo and board are ready.

. . .

Find your table. Open `CHARTER.md`. The Owner Product Lead drives. Start with the Anchor.

10.9 Quick Links

10.10 Framework Pages

- DS3 framework overview
- Studio Charter (single-session inception)
- Studio Session (weekly ritual)
- Peer Stakeholder PO lookup
- Project methodology summary

10.11 Tooling Links

- DS3 template repo: https://github.com/LucasCordova/ds3template
- DS3 Projects board template: https://github.com/users/LucasCordova/projects/3
- Class Discord invite: https://discord.gg/RjkTUqzuch
- Course syllabus: syllabus

11 References

11.1 References

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