

Experiential Project 0303 DVA Team 22B Charter

Team Members	Sakshi Gollar (sakshigollar31@gmail.com) Wamiq Ejaz (ejazwamiq@gmail.com) Shivani Galande (shivanigalande2512@gmail.com) Areeba Fatima (areebafatima721@gmail.com) & Varun D (varundevaraj1188@gmail.com)
Team Lead	Wamiq Ejaz - ejazwamiq@gmail.com
Team Members Roles and Responsibilities	<p><i>Sponsor Company – Client</i> <i>Individual Company Contacts – Client, Role(s) in Company</i></p> <p>Wamiq Ejaz- Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors.</p> <p>Shivani Galande - Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p>Sakshi Gollar - Project Scribe, responsible to taking meeting minutes and distributing notes/assignments. Can assist Team Lead in drafting emails and communication between sponsor and group.</p> <p>Areeba Fatima & Varun D - Project Lead, responsible for holding the group accountable for meeting deadlines and ensures that the project deliverables are being met.</p>
Mission, Vision Objectives & Core Values	<p><i>Mission</i> : Our mission is to develop a practical and actionable project plan that aligns with our sponsor's goal and provides valuable insights for implementation.</p> <p><i>Vision Objectives</i>: We want to work in a collaborative, cooperative and positive team dynamic with effective communication and timely execution.</p> <p><i>Core Values</i>: Integrity, Accountability, Discipline, Respect, Innovation</p>
Internal Checks, Balances, and Reviews	<p>EXPECTATIONS FOR EACH SUB-TEAM /MEMBER: <i>Every member is expected to complete assigned task time.</i> <i>Helping Teammates when needed is key to success.</i> <i>Sub-team has a specific task like visualization, reporting ,etc.</i></p> <p>TEAM CHECK INS: <i>Depending on the project needs.</i> <i>Twice a week.</i> <i>Topic Discussed such as Upcoming deadlines & next step, Progress update from each member.</i></p> <p>INDIVIDUAL GOAL: <i>Specific-Completing assigned dataset,</i> <i>Realistic- Complete within 5days considering workload.</i> <i>Time-based- Finishing by fridays.</i></p> <p>HOW GOALS WILL BE MEASURED:</p>

	<p><i>Progress will be tracked during team check-ins.</i></p> <p><i>Feedback from teammates and leads will help improve performance.</i></p>
<p>Operations:</p> <ul style="list-style-type: none"> • Assignments • Meetings • Communication Guidelines • Status Updates • Deadlines 	<p><i>Assignments:</i> Reviewing the syllabus, creating the Project Plan, drafting the Project Report, delivering the Final Project.</p> <p><i>Meetings:</i> Team will meet every Monday at 5pm via Microsoft Teams. Meeting with sponsor will take place every Tuesday at 11am via Skype.</p> <p><i>Communication Guidelines:</i> Team Lead will represent team to sponsor; everyone is expected to participate and contribute and maintain collaboration (cc'ing entire team on emails, for example); main channel of communication among team will be email; emails among team members will be responded to within 24 hours, emails between Team Lead and Sponsor will be responded to within 48 hours; listen and respect each other's ideas, encourage conciseness</p> <p><i>Status Updates:</i> Team will provide a weekly status update to client by Tuesday at 5pm. Individual contributions are due by Tuesday at 9am.</p> <p><i>Deadlines:</i> Project Draft is due March 25th. Final project is due by April 18th.</p>