

# Experiential Project Team Charter

<b>Team Members</b>	<ol style="list-style-type: none"> <li>1. Priya Jangid (<a href="mailto:priyajangid0312@gmail.com">priyajangid0312@gmail.com</a>)</li> <li>2. Balasubramanian PG (<a href="mailto:balasubramanyan18@gmail.com">balasubramanyan18@gmail.com</a>)</li> <li>3. Tonmoy Khanal (<a href="mailto:tonmoykhanal86@gmail.com">tonmoykhanal86@gmail.com</a>)</li> <li>4. Akhil Gajula (<a href="mailto:akhilgajula5659@gmail.com">akhilgajula5659@gmail.com</a>)</li> <li>5. Romit Bhadra(<a href="mailto:pastersky899@gmail.com">pastersky899@gmail.com</a>)</li> <li>6. Sravan Kumar Tirupathi (<a href="mailto:sravan19ps@gmail.com">sravan19ps@gmail.com</a>)</li> <li>7. Gunjan Sontakke (<a href="mailto:sontakkegunjan0@gamil.com">sontakkegunjan0@gamil.com</a>)</li> <li>8. Ramprasad Dorbala (<a href="mailto:dorbalaramprasad97@gmail.com">dorbalaramprasad97@gmail.com</a>)</li> <li>9. Suryakanta Sundaray (<a href="mailto:suryakantasundaray20@gmail.com">suryakantasundaray20@gmail.com</a>)</li> </ol>
<b>Team Lead</b>	Sravan Kumar Tirupathi ( <a href="mailto:sravan19ps@gmail.com">sravan19ps@gmail.com</a> ) Ramprasad Dorbala ( <a href="mailto:dorbalaramprasad97@gmail.com">dorbalaramprasad97@gmail.com</a> )
<b>Team Members Roles and Responsibilities</b>	<p><u>Sponsor Company</u> – Globalshala</p> <p><u>Individual Company Contacts</u> – Esha Thakur</p> <p><u>Team Lead:</u> Represents team to sponsor, via email and on calls, to minimize communication errors.</p> <ol style="list-style-type: none"> <li>1. Sravan Kumar Tirupathi (<a href="mailto:sravan19ps@gmail.com">sravan19ps@gmail.com</a>)</li> <li>2. Ramprasad Dorbala (<a href="mailto:dorbalaramprasad97@gmail.com">dorbalaramprasad97@gmail.com</a>)</li> </ol> <p><u>Project Manager:</u> Provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <ol style="list-style-type: none"> <li>1. Balasubramanian PG (<a href="mailto:balasubramanyan18@gmail.com">balasubramanyan18@gmail.com</a>)</li> <li>2. Tonmoy Khanal (<a href="mailto:tonmoykhanal86@gmail.com">tonmoykhanal86@gmail.com</a>)</li> </ol> <p><u>Project Scribe:</u> Responsible to taking meeting minutes and distributing notes/assignments. Can assist Team Lead in drafting emails and communication between sponsor and group.</p> <ol style="list-style-type: none"> <li>1. Akhil Gajula (<a href="mailto:akhilgajula5659@gmail.com">akhilgajula5659@gmail.com</a>)</li> <li>2. Romit Bhadra(<a href="mailto:pastersky899@gmail.com">pastersky899@gmail.com</a>)</li> <li>3. Suryakanta Sundaray (<a href="mailto:suryakantasundaray20@gmail.com">suryakantasundaray20@gmail.com</a>)</li> </ol> <p><u>Project Lead:</u> Responsible for holding the group accountable for meeting deadlines and ensures that the project deliverables are being met.</p> <ol style="list-style-type: none"> <li>1. Priya Jangid (<a href="mailto:priyajangid0312@gmail.com">priyajangid0312@gmail.com</a>)</li> <li>2. Gunjan Sontakke (<a href="mailto:sontakkegunjan0@gamil.com">sontakkegunjan0@gamil.com</a>)</li> </ol>
<b>Mission, Vision Objectives &amp; Core Values</b>	<p><u>Mission:</u> ‘To fulfil the needs of ‘GlobalShala’ through a tangible project plan and recommendations that they can execute in their company’</p>

	<p><u>Vision Objectives:</u> We want to work in a collaborative and positive team dynamic. It is the anchor point of any strategic plan.</p> <p><u>Core Values:</u> Integrity, Accountability, Discipline, Respect, Innovation.</p>
<b>Internal Checks, Balances, and Reviews</b>	<p>A team charter is only as effective as the actions that are measured against it, so it's important for the team to spell out how internal checks and balances and reviews will be handled.</p> <p>What is expected of each sub-team and team member, and when?</p> <ul style="list-style-type: none"> <li>- We as a team, will play the role of data analyst at GlobalShala. We will be analyzing data from the Marketing team on Facebook ad campaigns they ran for an event called Superhero U. The Marketing team needs your help identifying at least one campaign to discontinue in order to cut costs. We will analyze the data from the Marketing team, identify a campaign to recommend discontinuing, and create polished data visualizations to present your findings to the Finance team by the end of 25<sup>th</sup> of July, 2022.</li> </ul> <p>How often are full team check-ins, and what kind of topics should be covered?</p> <ul style="list-style-type: none"> <li>- Our team check-ins will be done each day at around 7-8 pm. &amp; The topics which we are going to cover is data collection, data cleaning, preprocessing of data, exploratory data analysis using Python, Pandas, NumPy, Matplotlib, SciPy, and SQL and lastly data visualization with the help of Tableau tool, dashboards, reports, and presentations.</li> </ul> <p>What are the goals of individual team members and how will they be measured?</p> <ul style="list-style-type: none"> <li>- Every individual team member will be working as mentioned above in roles and responsibilities section and they will be measured accordingly.</li> </ul>
<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Assignments</li> <li>• Meetings</li> <li>• Communication Guidelines</li> <li>• Status Updates</li> <li>• Deadlines</li> </ul>	<p><u>Assignments:</u> Reviewing the syllabus, creating the Project Plan, drafting the Project Report, delivering the Final Project.</p> <p><u>Meetings:</u> Team will meet every day around in morning and evening as per the availability of the team via Google Meet. Meeting with sponsor will take place every Tuesday at 11am via Skype/Google Meet.</p> <p><u>Communication Guidelines:</u> The Team Lead will represent team to sponsor; everyone is expected to participate and contribute and maintain collaboration (overseeing the 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,</p>

	<p>emails between Team Lead and Sponsor will be responded to within 48 hours; listen and respect each other’s ideas, encourage conciseness.</p> <p><u>Status Updates:</u> Team will provide a weekly status update to client once in a week. Individual contributions are due by Sunday.</p> <p><u>Deadlines:</u> Project Draft is due July 27<sup>th</sup>. Final project is due by July 30<sup>th</sup>.</p>
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