Team Charter

Team Name: POLARIS

Project Name: AIRPORT MANAGEMENT SYSTEM

Purpose of the Team

To provide an organised and efficient way of handling the airport system, the airport management system improves the efficiency and coordination between different departments in the airport. It enhances the scheduling of a flight's arrival and departure. Also, it helps organise the baggage handling department, which all together optimises resource utilisation and a better passenger experience in the airport.

Team Background

Adithya

Strong organizational skills, experience working with teams on technical projects, and the ability to deliver tasks on time, contributing with collaborative and project management expertise.

Mudra Pandya

With a background in data-driven content creation and technical writing, Mudra brings strong analytical skills, attention to detail, and problem-solving abilities. Her experience in SaaS and technology companies adds value in interpreting data effectively.

Dhana Sree

Adaptable with a positive attitude, Dhana Sree excels in communication, writing, time management, and conflict resolution. Her collaborative nature and attention to detail make her a strong contributor to team dynamics.

Robins

Expertise in front-end development and coding, contributing technical skills and knowledge to the project.

Team Composition:

- **Robins Ranjan**: "Hi, I'm Robins Ranjan, currently pursuing a Master's in Information Systems. I have 2 years of industry experience specialising in front-end development".
- **Mudra Pandya**: Hey! I'm Mudra. I have nearly 4 years of industry experience in the tech sector and am pursuing a Master's in Information Systems to further expand my career opportunities.
- **Adithya Anand**: Hi! I'm Adithya Anand, I have an undergraduate degree in Computer Science and Engineering and I have 1.5 years of industrial experience in Application and Platform Support.
- **Durga Dhana Sree Chilukuri**: Hola!, I'm Dhana Sree, a Computer Science and Engineering graduate with half a year of experience in the tech industry. My main goal in pursuing a Master's in Information Systems is to deepen my knowledge and skills.

Contact Information:

Name	Email	Phone	State (Time Zone)
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Communication Tools and Techniques

WhatsApp: We use WhatsApp for instant thoughts and ideas, information about group meetings, Setting targets, and random discussions about enhancing the project.

Google Docs: We have created a common workout document link and shared it with everyone in the group, with Google Docs we can type in our random ideas and use them to pitch in our thoughts. Google Docs allows everyone in the group to view and edit the contents of the other group members.

Microsoft Teams: MS Teams helps us to easily connect with the other group members through video conferencing sessions and screen-sharing sessions

In-Person Meeting: We also prefer in-person meetings every week after the classes to discuss the work being done and the upcoming plans, which we consider the most effective way to share knowledge about the work being done

Email: Using mail, it would be helpful for us to send the finally drafted documentation and also to save and keep track of the latest formal documentation.

Phone Call: Calls are used only for Emergency Purposes, we use phone calls only when there is an urgent need regarding the project.

Membership Roles and Responsibilities

- **Team Lead**: Organises meetings, oversees the project, and mediates conflicts.
- **Task Manager**: Monitors task assignments and deadlines.
- **Research Analyst**: Conducts research to support project decisions.
- **Team Editor**: Reviews all written content for quality and coherence.

Team Roles Rotation Schedule

Week	Team Lead	Task Manager	Research Analyst	Team Editor
Week 1	Adithya	Dhana Sree	Robins	Mudra
Week 2	Dhana Sree	Robins	Mudra	Adithya
Week 3	Robins	Mudra	Adithya	Dhana Sree
Week 4	Mudra	Adithya	Dhana Sree	Robins

Ground Rules

Timeliness: Adhere to deadlines and meeting schedules. If the task cannot be completed on time, notify the team lead in advance.

Accountability: Accept accountability for your deeds and tasks. Communicate openly about your development and hold people and yourself responsible for producing high-calibre work.

Adaptability: Be adaptable and willing to adjust plans, roles, or responsibilities as the project develops. Help each other adapt to new circumstances or obstacles.

Confidentiality: Maintain confidentiality of project information and team communications, particularly when private or sensitive data is at stake.

Active Participation: Participate fully in team activities, meetings, and discussions. Each participant is expected to advance the project and offer helpful criticism.

Clear Communication: Continue to communicate honestly and openly. Using prearranged channels, such as group chats or scheduled meetings, immediately share updates, thoughts, and concerns.

Decision-Making Process

Information Collection: Collect all inputs from everyone in the group

Analyzing: Analyze all the input ideas and check if they suit best for the team and its environment

Team Opinion: Get the opinion of all the teammates and check whether everyone is satisfied with the approach

Conflict handling: If there is a conflict among the group members, the decision will be taken on a majority basis

Team handling: Also additionally check what could be done best for the minority voters

Decision Maker: After analyzing all possible inputs and constraints if the problem still exists the final decision will be taken by the Team Lead.

Conflict Management Approach

Conflicts may arise from differing opinions, work styles, or communication barriers, which can lead to tension among team members and hinder our progress. To maintain a smooth workflow and ensure the timely submission of quality work, we will implement the following strategies:

1. **Open Communication:** We will use the "Stop, Name, Ask, Explain" method to address issues and ensure everyone feels heard.

2. **Regular Catch-ups:** Weekly meetings (virtual or in-person) will help us discuss progress and concerns before they escalate into conflicts.
3. **Positivity:** Maintaining a positive attitude and exercising patience is essential, especially during challenging situations. We will strive to avoid any harm to team dynamics.
4. **Compromise:** When disagreements occur, we will identify the root problem and brainstorm possible solutions. We aim to find a mutual agreement that satisfies everyone.
5. **Voting:** If we cannot reach a consensus, we will vote, allowing the majority to decide the course of action.

Team Performance Assessment

Our primary goal in assessing team performance is to enhance collaboration, recognize individual contributions, and identify areas for improvement. Continuous evaluation will help us reflect on what has been successful and highlight aspects that could benefit from further development.

Initially, our team encountered no significant issues, as there were no communication barriers. We effectively distributed tasks among ourselves, ensuring that each member had responsibilities that matched their strengths and skills. This fair distribution of work allowed every team member to engage with different levels of the project, fostering comprehensive subject analysis.

To challenge ourselves and ensure continuous improvement, we will assess performance based on the following:

- Improvement in skills
- Quality of work
- Quantity of work
- Attendance and inclusiveness
- Time management

The methods we will use for assessing team performance includes:

1. **Peer Evaluation:** Each member will rate their peers on collaboration, task contributions, and communication effectiveness.

2. **Self-Assessment:** Individuals will reflect on their own performance in terms of collaboration, task completion, and communication.

3. Group Discussions: We will collectively discuss performance during meetings to encourage transparency and address any areas needing attention.

Ultimately, our objective is to deepen our knowledge, enhance our skills, and gain hands-on experience while producing high-quality work efficiently and effectively.