

0505 SLU PM Team 3: Team Charter

A. Team Introduction, Our Mission, Vision, Objectives & Values:

Team Members	1.Fouzia Ashfaq (fouziaashfaq07@gmail.com) 2.Bushra Jamil (bushrajamil987@gmail.com) 3.Soujanya S (soujanyas580@gmail.com) 4.Rubaiyat Sharmin Ira (irarubaiyatsharmin@gmail.com) 5. Huma Saleem (saleemhuma8090@gmail.com) 6. Juliet Ekua Appiah (appiahjuliet601@gmail.com) 7. Ayodeji Akinro (akinroayodeji@gmail.com) 8.Onoja Davdi(onojad71@gmail.com) 9.Stelia Angouya (tchivoundas@gmail.com) 10.Timothy Otu (timothyotu226@gmail.com) 11.Linus Osayi (Linus4christ2015@gmail.com)
Team Lead	Juliet Ekua Appiah (appiahjuliet601@gmail.com)
Team Members' Roles and Responsibilities	<ol style="list-style-type: none"> Juliet Ekua Appiah (appiahjuliet601@gmail.com)- Team Lead, Coordinates team efforts, ensures collaboration, and supports members to meet project goals. Bushra Jamil (bushrajamil987@gmail.com)- Event Planner, Plans and organizes project-related events, meetings, and key milestones. Huma Saleem (saleemhuma8090@gmail.com) - Content Lead, handles all content needs from documentation to outreach. Stelia Angouya(tchivoundas@gmail.com)-Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track. Rubaiyat Sharmin Ira (irarubaiyatsharmin@gmail.com)- Project Scribe, responsible for taking meeting minutes and distributing notes/assignments. Can assist the Team Lead in

	<p>drafting emails and communicating with the sponsor and the group.</p> <p>6. Soujanya S (soujanya580@gmail.com) - Project Lead, responsible for holding the group accountable for meeting deadlines and ensuring that the project deliverables are being met.</p> <p>7. Ayodeji Akinro (akinroayodeji@gmail.com)-Operations Manager, manages daily operations, resources, logistics, and ensures the team functions efficiently</p> <p>8. Fouzia Ashfaq (fouziaashfaq07@gmail.com)-Finance Manager, Manages budgeting, tracks expenses, prepares financial reports, and ensures cost-effective decisions.</p> <p>9. OnojaDavid (onojad71@gmail.com)-Community and Engagement Manager, builds community relations, encourages engagement, and gathers stakeholder feedback.</p> <p>10. Linus Osayi (Linus4christ2015@gmail.com)-Technical Lead, leads the technical development, supports coding and deployment, and solves technical challenges.</p> <p>11. Timothy Otu(timothyotu226@gmail.com)-Marketing and Outreach Specialist, promotes the project, manages social media, builds partnerships, and handles public communication.</p>
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Our Mission	<p>To design a global virtual event that demonstrates the real-world power of experiential learning through thoughtful, engaging, and interactive sessions, creating a space where students and educators don't just learn about innovation, but actively experience it.</p> <p>We will showcase multiple forms of experiential learning, including project-based learning, simulation activities, peer-to-peer collaboration, problem-solving challenges, and reflective practices — adapted to virtual settings to make learning tangible and participatory across all age groups.</p>
Our Vision	<p>To spark a global shift toward hands-on, learner-driven education by showcasing the power of experiential learning in real-world contexts — bridging theory with practice, and fostering skills that last a lifetime.</p> <p>We aim to establish a new standard for virtual education events — one that prioritizes connection, application, and global collaboration, showing how experiential learning can adapt to and thrive in a digital, cross-cultural world.</p>
Objectives	<ul style="list-style-type: none"> → Design and launch a 3-day virtual event within 6 months, reaching at least 500+ participants worldwide → Create engaging, interactive sessions that include panels, presentations, and collaborative activities → Facilitate meaningful dialogue between educators, students, and experts on experiential learning → Collect and analyze feedback to measure impact and guide future initiatives.
Core Values	<ul style="list-style-type: none"> ● Empowerment: We champion student and educator voices in shaping the future of learning. ● Curiosity: We celebrate inquiry, experimentation, and learning by doing. ● Equity: We strive to ensure access, inclusion, and relevance for all communities. ● Collaboration: We believe that great outcomes come from working together and sharing ideas. ● Excellence: We commit to delivering thoughtful, creative, and high-quality outcomes, Integrity, Accountability, Discipline, Respect, and Innovation

B.INTERNAL CHECKS, BALANCES AND REVIEWS:

1. Internal Checks:

Check/Review Type	Frequency	Responsibility	Purpose
Sub-team Progress Reviews	Weekly (Every Friday)	Sub-team Leads	Track task completion, flag delays
Full Team Check-ins	Bi-weekly	Project Manager + All Members	Discuss progress, blockers, and next steps
Budget & Resource Review	Monthly	Finance Lead + Project Manager	Ensure spending aligns with plan
Quality Assurance Review	Monthly	QA Sub-team	Evaluate work quality, suggest improvements

2. Team and Sub-team Expectations:

Role/Sub-team	Responsibilities	Key Deliverables
Project Manager	Oversee timeline, tasks, and communication	Gantt chart, status reports, and final report
Finance Team	Budget tracking, financial reporting	Monthly budget report, expense logs
Communication Team	Internal & external updates, meeting notes	Newsletters, meeting minutes, status emails
Technical/Development Team	Handle project-specific tasks (design, research, tools)	Prototypes, test results, and documentation
QA & Risk Team	Quality control, identify risks and solutions	QA checklists, risk mitigation plans

3. SMART Goal Chart for Project Members:

Team Member	Goal	SMART Breakdown
Appiah Juliet Ekua	Coordinate logistics and ensure all event materials are ready 3 days before each deadline	S: Manage logistics M: On-time material prep A: Matches role R: Supports event flow T: 3 days prior
Stelia Angouya	Track project expenses weekly and submit a financial summary by the 28th of each month	S: Financial tracking M: Monthly reports A: Feasible R: Ensures budget control T: Monthly on 28th
Rubaiyat Sharmin Ira	Oversee technical setups and test the virtual platform before each key milestone	S: Platform setup M: Tests before milestones A: Technically capable R: Critical for success T: Pre-milestone
Linus Osayi	Maintain the team schedule and update the task tracker every Friday	S: Track tasks M: Weekly updates A: Reasonable task R: Improves coordination T: Every Friday
Timothy Otu	Lead backup planning and risk management sessions twice during the project term	S: Risk planning M: 2 sessions A: Fits the scope R: Ensures preparedness T: Twice over the project duration
Bushra Jamil	Draft and finalize the project's evaluation report by November 5th	S: Final report M: One complete document A: Feasible task R: Wraps up project T: By Nov 5
Onoja David	Manage internal communications and send weekly summary emails every Monday	S: Communication updates M: Weekly emails A: Clear and doable R: Keeps the team aligned T: Every Monday

Fouzia Ashfaq	Design feedback forms and collect post-event responses from 90% of attendees	S: Feedback collection M: 90% response rate A: With team support R: Vital for review T: Post-event
Soujanya S	Monitor digital tools and ensure team files are organized and backed up weekly	S: File management M: Weekly check-ins A: Manageable R: Prevents loss T: Weekly
Huma Saleem	Write and publish 6 promotional posts for the event across platforms by October 1st	S: Content creation M: 6 posts A: Based on the event plan R: Boosts visibility T: By Oct 1
Ayodeji Akinro	Compile and maintain the master contact list and confirm 100% of invites are sent by Sept 15	S: Contact list/invites M: 100% sent A: Practical R: Ensures participation T: By Sept 15

C. OPERATIONS:

1) Project Timeline:

Start Date: May 5

Event Launch Deadline: 6 months later (November 5)

Project Draft Due: May 23rd, 2025

Final Project Report Due: 3rd November 2025

2) Project Components:

a)3-Day Virtual Event Plan:

- Panel Discussions
- Interactive Presentations
- Activities (e.g., polls, quizzes, live breakout rooms)

b)Target Audience: Global students and educators

c)Event Objectives: Raise awareness and promote experiential learning.

3)Budget:

Total Budget: \$30,000 USD

To be allocated for:

- Virtual event platform
- Speaker/panelist honoraria
- Marketing & promotions
- Tech support
- Graphic design & content creation
- Miscellaneous logistics

D. KEY ASSIGNMENT AND DELIVERABLES:

Task	Deadline	Responsible Parties
Review Syllabus	May 5–6	All team members
Create Project Plan	May 6–9	Team Lead + Sub-teams
1st Draft Project Report	May 23rd	Report writing sub-team
2nd Draft Project Report	June 15th	Report writing sub-team + Team Lead
3rd Draft Project Report	September 10th	Team Lead + Feedback/Documentation Leads
Final Project Submission	November 3rd	Full team collaboration

E. MEETINGS:

Meeting	Time	Platform	Participants
Weekly Team Meeting	Every Monday, 5 PM	Microsoft Teams	All members
Weekly Sponsor Meeting	Every Tuesday, 11 AM	Skype	Team Lead & Sponsor

F. COMMUNICATION GUIDELINES:

The Team Lead will represent the team to the sponsor.

Guidelines Primary Tool: The main channel of communication among the team will be email; emails among team members will be responded to within 24 hours. Use “cc” to keep everyone in the loop. Emails between the Team Lead and the Sponsor will be responded to within 48 hours.

Communication Ethics: Be respectful, concise, and inclusive. everyone is expected to participate and contribute and maintain collaboration communication.

G. STATUS UPDATES:

Task	Time	Responsible Party
Individual Task Submissions	Every Tuesday by 9 AM	Each team member
Weekly Status Update to Client	Every Tuesday by 5 PM	Team

H. KEY DEADLINES:

- Speaker Invitations Finalized – May 27, 2025
- Marketing Rollout Plan – June 3rd, 2025
- The final project is due on November 3rd, 2025.