

Experiential Project Team Charter Template

Team Members	<p>Haris Shahbaz (harisrana740@gmail.com)</p> <p>Fehmida Tahir (fehmitahir@protonmail.com)</p> <p>Pabbu Sandeep (ppabbusandeep@gmail.com)</p> <p>Manish Reddy Seelam (manishreddy939@gmail.com)</p> <p>Barlapudi Naga JayaKrishna (barlapudikittu@gmail.com)</p> <p>Reddygari Guru Sai Reddy (reddygari@reddygari.com)</p>
Team Lead	Pabbu Sandeep (ppabbusandeep@gmail.com)
Team Members Roles and Responsibilities	<p>GlobalShala – Client</p> <p>Pabbu Sandeep - Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors.</p> <p>Reddygari Guru Sai Reddy - Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p>Haris Shahbaz - 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>Fehmida Tahir - 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>Mission: To fulfil the needs of our sponsor by analyzing and visualizing their advertisement data to show valuable insights out of it and how the sponsor can improve in targeting their desired audience.</p> <p>Vision Objectives: We want to work in a collaborative and positive team dynamic. It is the anchor point of any strategic plan.</p> <p>Core Values: Integrity, Accountability, Discipline, Respect, Innovation</p>
Internal Checks, Balances, and Reviews	<p>Internal Checks: Each team member will be assigned task according to their skills. And Project Manager will be responsible for making sure that no one is overburdened with tasks. Short call meetings (30 mins) will be held according to the need for more than 2-3 times in a week.</p> <p>Balances: Needs of all the team members will be taken care of by making necessary amendments in the project plan if a team member doesn't feel comfortable with the tasks they are assigned with.</p> <p>Reviews: At the end of the assignment each member will share what difficulties they faced and how they handled it and how the team can avoid it in the future. The feedback from sponsor will be discussed by the team and will make necessary changes if needed.</p>
Operations: <ul style="list-style-type: none"> • Assignments • Meetings • Communication Guidelines • Status Updates • Deadlines 	<p>Assignments: Reviewing the syllabus, creating the Project Plan, drafting the Project Report, delivering the Final Project.</p> <p>Meetings: Team will meet every according to the need of time via Microsoft Teams. Meeting with sponsor will take place every Monday at 7PM via Microsoft Teams.</p> <p>Communication Guidelines: Team Lead will represent team to sponsor; everyone is expected to participate and contribute and maintain collaboration, 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.</p> <p>Status Updates: Team will provide a weekly status update to client by Friday at 7PM. Individual contributions are due by Sunday at 9PM.</p> <p>Deadlines: Final Assignment to be submitted on 18th April by 11:59PM.</p>