

## DataMind Crew Team Charter

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| <b>Team Members</b>                              | <ol style="list-style-type: none"><li>1) Abdul Rahman Adjei<br/>(<a href="mailto:rahmanrazy@gmail.com">rahmanrazy@gmail.com</a>)</li><li>2) Prathna Banwari<br/>(<a href="mailto:prathnabanwari9@gmail.com">prathnabanwari9@gmail.com</a>)</li><li>3) Babasola Duduyemi<br/>(<a href="mailto:babasoladuduyemi04@gmail.com">babasoladuduyemi04@gmail.com</a>)</li><li>4) Pavan Kalyan Immadi<br/>(<a href="mailto:pavanimmadi97@gmail.com">pavanimmadi97@gmail.com</a>)</li><li>5) Hanni Kanchap<br/>(<a href="mailto:hannikanchap11@gmail.com">hannikanchap11@gmail.com</a>)</li><li>6) Harsh Kaushik<br/>(<a href="mailto:kaushik.harsh0406@gmail.com">kaushik.harsh0406@gmail.com</a>)</li><li>7) Sandeep Kodumuri<br/>(<a href="mailto:kodumurisandeep14@gmail.com">kodumurisandeep14@gmail.com</a>)</li><li>8) Tilak Maity<br/>(<a href="mailto:tilakmaity@rediffmail.com">tilakmaity@rediffmail.com</a>)</li><li>9) Lokesh Palleni<br/>(<a href="mailto:pallenilokesh3@gmail.com">pallenilokesh3@gmail.com</a>)</li><li>10) Mohamed Thaha Rasul<br/>(<a href="mailto:thaharasxl@gmail.com">thaharasxl@gmail.com</a>)</li><li>11) Farhan Shahriar<br/>(<a href="mailto:farhansh1591@gmail.com">farhansh1591@gmail.com</a>)</li><li>12) Brian N. Thomas<br/>(<a href="mailto:brainderik@gmail.com">brainderik@gmail.com</a>)</li></ol> |
| <b>Team Lead</b>                                 | Brian N. Thomas   |
| <b>Team Members Roles &amp; Responsibilities</b> | <p><b>Team Lead:</b> Brian N. Thomas-<br/><a href="mailto:brainderik@gmail.com">brainderik@gmail.com</a><br/>(Facilitate meetings, resolves conflicts, supports collaboration, and monitors the quality and consistency of the team's outputs. Serve as the primary point of contact between the team and external stakeholders, ensuring that feedback is addressed and that deliverables are completed on time and to a high standard.)</p>   |

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|  | <p><b>Project Lead:</b> Mohamed Thaha Rasul- <a href="mailto:thaharasxl@gmail.com">thaharasxl@gmail.com</a><br/>(Guide the team in transforming data into clear, accurate, and impactful visuals.)</p> <p><b>Technical Lead:</b> Hanni Kanchap- <a href="mailto:hannikanchap11@gmail.com">hannikanchap11@gmail.com</a><br/>(Oversee the technical direction of the project, ensuring efficient data processing workflows, guiding tool and technology choices, reviewing code and visual outputs.)</p> <p><b>Project Scribe:</b> Prathna Banwari- <a href="mailto:prathnabanwari9@gmail.com">prathnabanwari9@gmail.com</a><br/>(Document all key discussions, decisions, action items, and technical changes during meetings or work sessions.)</p> <p><b>Quality Assurance Manager:</b> Tilak Maity- <a href="mailto:tilakmaity@rediffmail.com">tilakmaity@rediffmail.com</a><br/>(Ensure that all data visualizations meet accuracy, design, and usability standards by systematically testing functionality, identifying errors, and approving final deliverables before release.)</p> <p><b>Research Coordinator:</b> Brian Thomas- <a href="mailto:brainderik@gmail.com">brainderik@gmail.com</a><br/>(Responsible for gathering, organizing, and validating relevant background information, data sources, and context to support accurate and meaningful visualizations.)</p> <p><b>Communications and Presentations Specialists:</b><br/>Sandeep Kodumuri- <a href="mailto:kodumurisandeep14@gmail.com">kodumurisandeep14@gmail.com</a><br/>and Lokesh Palleni- <a href="mailto:pallenilokesh3@gmail.com">pallenilokesh3@gmail.com</a></p> |
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|   | <p>(Responsible for translating technical findings into clear, engaging, and audience-appropriate messages. This includes crafting presentation slides, narrative summaries, and visual storytelling elements that highlight key insights.)</p> <p><b>Operation Lead:</b> Abdul Rahman Adjei- <a href="mailto:rahmanrazy@gmail.com">rahmanrazy@gmail.com</a><br/> (Support process efficiency by identifying bottlenecks, standardizing procedures, and ensuring that all team members have what they need to complete their tasks effectively. Their role is to keep the project running on schedule and ensure operational alignment across roles.)</p> <p><b>Project Manager:</b> Prathna Banwari- <a href="mailto:prathnabanwari9@gmail.com">prathnabanwari9@gmail.com</a><br/> (Planning, coordinating, and overseeing the entire project lifecycle to ensure successful delivery. This includes defining project scope and objectives, developing timelines and milestones, allocating resources, and managing risks. Ensures clear communication between team members and stakeholders, tracks progress against goals, and resolves issues that may impact quality or deadlines.)</p> |
| <p><b>Mission, Vision, Objectives &amp; Core Values</b></p> | <p><b><u>Mission:</u></b> To ensure the integrity and clarity of information by meticulously cleaning and validating data, and presenting it through accurate, insightful visualizations that support informed decision-making and impactful communication.</p>  |

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|   | <p><b><u>Vision:</u></b> To be a trusted leader in transforming raw data into reliable, visually compelling insights that drive transparency, innovation, and informed action across all fields of inquiry.</p> <p><b><u>Objectives:</u></b></p> <ol style="list-style-type: none"> <li>1) Foster a culture of collaborative learning.</li> <li>2) Ensure data integrity.</li> <li>3) Leverage modern tools and technologies.</li> <li>4) Promote shared ownership of deliverables through each member making meaningful contributions.</li> <li>5) Encourage effective communication- communication should be timely, respectful and open at all times.</li> </ol> <p><b><u>Core values:</u></b> Integrity, Collaboration, Accountability, Curiosity, Inclusivity, Transparency, Excellence.</p> |
| <p><b>Internal checks, balances and reviews</b></p> | <p>The internal checks, balances, and reviews policy for the data cleaning and visualization team ensures that all work produced is accurate, ethical, and of high quality. This includes rigorous data validation procedures to check for completeness, consistency, and accuracy at each stage of the pipeline.</p> <p>The <b>Technical Lead</b> oversees the implementation of data pipelines and ensures that all scripts, cleaning procedures, and visual outputs follow best practices and are reviewed. The <b>Quality Assurance (QA) Manager</b> is responsible for testing the accuracy of data, verifying interactivity and responsiveness of</p>   |

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|   | <p>dashboards, and checking that all visualizations meet design, usability, and accessibility standards. The <b>Project Lead</b> coordinates team reviews, ensures alignment with project goals, and facilitates stakeholder feedback sessions. The <b>Research Coordinator</b> validates data sources, verifies the contextual accuracy of content presented in visuals, and ensures all external information is properly cited. The <b>Scribe</b> documents meeting notes, review feedback, and key decisions to maintain a clear audit trail and track progress. All team members are expected to participate in peer reviews, and contribute to a culture of accountability by flagging issues, offering constructive feedback, and continuously refining their work based on shared standards.</p> |
| <p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• <b>Assignments</b></li> <li>• <b>Meetings</b></li> <li>• <b>Communication guidelines</b></li> <li>• <b>Status updates</b></li> <li>• <b>Deadlines</b></li> </ul> | <p><b><u>Assignments:</u></b> To approach assignments effectively in this data visualization internship, we begin by understanding the objective, our specific roles, and the data provided. Clean and prepare the data carefully, ensuring accuracy and proper documentation. Collaborate together as a team to plan, design, and build appropriate visualizations using the assigned tools.</p> <p><b><u>Meetings:</u></b> The team will need to have weekly check-in meetings every Monday using Microsoft Teams. This meeting can be used to discuss the week's upcoming assignment.</p> <p><b><u>Communication guidelines:</u></b> All team members are expected to actively participate in the chat titled "0707 DVA   Team 5" on Microsoft</p>   |

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|  | <p>Teams. Communication needs to be respectful and transparent at all times.</p> <p><b><u>Status Updates:</u></b> All members are required to provide updates on their specific roles, to ensure accountability. These updates can be by a specific time and as and when a team member feels it is necessary. If a team member encounters a challenge, it is crucial that they report it to the group in good time.</p> <p><b><u>Deadlines:</u></b> Project drafts need to be in at least 48 hours before the time it is due, to ensure sufficient time for review and corrections before submission on the Engage portal.</p> |
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