

## **Excelerate Team 12**

### **Team Charter**

<b>Team Members</b>	<p>Mahnoor Mazhar (<a href="mailto:sksk.mahnoor@gmail.com">sksk.mahnoor@gmail.com</a>)          Krithika S (<a href="mailto:krithika2005dgl@gmail.com">krithika2005dgl@gmail.com</a>)          Hiten Bidhuri (<a href="mailto:bidhurihiten@gmail.com">bidhurihiten@gmail.com</a>)          Shaheer Ahmed (<a href="mailto:shaheerahmed@9920@gmail.com">shaheerahmed@9920@gmail.com</a>)          Yogesh V (<a href="mailto:cipherboi007@gmail.com">cipherboi007@gmail.com</a>)          Harshit Pathak (<a href="mailto:harshitlearn0@gmail.com">harshitlearn0@gmail.com</a>)          Hassaan Sikander (<a href="mailto:kman05857@gmail.com">kman05857@gmail.com</a>)          Santhosh G (<a href="mailto:gsanthosh70@gmail.com">gsanthosh70@gmail.com</a>)</p>
<b>Team Lead</b>	<p>Mahnoor Mazhar (<a href="mailto:sksk.mahnoor@gmail.com">sksk.mahnoor@gmail.com</a>)</p>
<b>Team Members Roles and Responsibilities</b>	<p><b>Individual Company Contacts – Client, Role(s) in Company:</b></p> <p>Jerry (<a href="mailto:jerry@4excelerate.org">jerry@4excelerate.org</a>) – Project Guide</p> <p>Ajlal (<a href="mailto:Ajlal@4excelerate.org">Ajlal@4excelerate.org</a>) – Internship Coordinator</p> <p>Akansha (<a href="mailto:Akansha@4excelerate.org">Akansha@4excelerate.org</a>) – Coordinator</p> <p>Javeria (<a href="mailto:javeria@4excelerate.org">javeria@4excelerate.org</a>) – Coordinator</p> <p><b>Team Members Roles and Responsibilities-Excelerate (Team 12)</b></p> <p>Mahnoor (<a href="mailto:sksk.mahnoor@gmail.com">sksk.mahnoor@gmail.com</a>)- Team Leader</p> <ul style="list-style-type: none"> <li>Represents the team to the sponsor, leads meetings and ensures overall coordination and reporting.</li> </ul> <p>Krithika (<a href="mailto:krithika2005dgl@gmail.com">krithika2005dgl@gmail.com</a>)- Deputy leader</p> <ul style="list-style-type: none"> <li>Assists the team leader, monitors overall performance, supports writing and keeps internal deadlines on track.</li> </ul> <p>Hiten (<a href="mailto:bidhurihiten@gmail.com">bidhurihiten@gmail.com</a>)- Data Analyst 1</p> <ul style="list-style-type: none"> <li>Responsible for data cleaning, transformation and statistical analysis.</li> </ul> <p>Shaheer (<a href="mailto:shaheerahmed@9920@gmail.com">shaheerahmed@9920@gmail.com</a>) - Data Analyst 2</p>

	<ul style="list-style-type: none"> <li>Supports analysis, validates data integrity and descriptive statistics.</li> </ul> <p>Yogesh (<a href="mailto:cipherboi007@gmail.com">cipherboi007@gmail.com</a>) - Chart Specialist / Dashboard Designer</p> <ul style="list-style-type: none"> <li>Responsible for developing visualizations and supporting data structure.</li> </ul> <p>Harshit (<a href="mailto:harshitlearn0@gmail.com">harshitlearn0@gmail.com</a>)- Chart Specialist / Dashboard Designer</p> <ul style="list-style-type: none"> <li>Assists Yogesh, reviews and ensures effective design for dashboards.</li> </ul> <p>Hassaan (<a href="mailto:kman05857@gmail.com">kman05857@gmail.com</a>)- SQL &amp; Database Lead</p> <ul style="list-style-type: none"> <li>Handles data extraction using SQL and manages databases.</li> </ul> <p>Santhosh (<a href="mailto:gsanthosh70@gmail.com">gsanthosh70@gmail.com</a>)- EDA Specialist</p> <ul style="list-style-type: none"> <li>Performs Exploratory Data Analysis (EDA) in order to identify patterns, trends and insights.</li> </ul>
<b>Mission, Vision Objectives &amp; Core Values</b>	<p><b><u>Mission:</u></b> to empower data-driven decision making by efficiently delivering accurate analysis, including intuitive dashboards and actionable insights that will help our sponsor solve real world challenges and achieve meaningful impact.</p> <p><b><u>Vision:</u></b> to become a high performing, collaborating team that is recognized for its analytical rigor, innovative thinking and strong commitment to excellence while growing individually as future leaders in data and tech.</p>
	<p><b><u>Core Values:</u></b></p> <p><b>Integrity:</b> We work honestly and ethically in each part of the process.</p> <p><b>Ownership:</b> We take full responsibility of our roles and tasks.</p> <p><b>Curiosity:</b> We ask, explore and seek in order to understand deeply.</p> <p><b>Agility:</b> We adapt quickly to every feedback and evolving requirements.</p>

	<p><b>Collaboration:</b> We succeed as a team, not in silos.</p>
<p><b>Internal Checks, Balances, and Reviews</b></p>	<p><i>What is expected of each team and sub-team member:</i></p> <ul style="list-style-type: none"> <li>• To meet individual deadlines</li> <li>• Collaborate within and across the sub-teams</li> <li>• To communicate if any delays or challenges arise.</li> <li>• Contribute insights during the meetings</li> </ul> <p><b>SMART Goals for individual members:</b></p> <p><b>Specific:</b> Clearly and concisely defined tasks</p> <p><b>Measurable:</b> Progress tracked via Google sheets.</p> <p><b>Achievable:</b> Tasks assigned based on individual strengths and workload.</p> <p><b>Realistic:</b> Time and complexity are both considered for each deadline</p> <p><b>Time-Based:</b> All of the tasks have deadlines and are reviewed weekly.</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>Assignments:</b> Weekly tasks include EDA, cleaning data, merging datasets, creating visualizations, and drafting the final report.</p> <p><b>Meeting:</b></p> <ul style="list-style-type: none"> <li>• Team circle meeting: Every Thursday 3 PM (Pakistan Time)</li> <li>• Action Review meeting: Every Saturday 3PM (Pakistan Time)</li> <li>• Final Presentation: Week 4, exact date TBD.</li> </ul> <p><b>Communication Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Microsoft Teams will be our main communication hub.</li> <li>• Team Lead will keep giving email updates to sponsor; all team communication to be inclusive.</li> <li>• Reply to internal messages within 24 hours.</li> <li>• Respect differing opinions and stay constructive.</li> </ul> <p><b>Status Updates:</b> Team will provide a weekly status update to client by Tuesday at 5pm. Individual contributions are due by Tuesday at 9am.</p> <p><b>Deadlines:</b> Project Draft is due August 4th, Final project is due by August 7th.</p>
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