GROUP ASSIGNMENT 1: TEAM CHARTER

# Team Purpose and Background

The purpose of this team is to effectively collaborate on assigned projects and implement concepts taught in 5900 Foundations of Project Management to ensure successful completion within the specified timeframe and meet the task's objectives. We are dedicated to producing high-quality solutions while maintaining a collaborative and welcoming atmosphere. The team approaches projects as opportunities for personal and professional growth, continuously seeking to improve our skills and knowledge.

# Team Composition and Contact Information

The team is composed of 4 members:

* Para Satishkumar Bardolia
  + Email: [bardolia.p@northeastern.edu](mailto:bardolia.p@northeastern.edu)
  + Contact number: +12069156312
  + [www.linkedin.com/in/para-bardolia-36397320b](http://www.linkedin.com/in/para-bardolia-36397320b)
* K. Sai Praneetha
  + Email: [karnena.s@northeastern.edu](mailto:karnena.s@northeastern.edu)
  + Contact number: +12065387973
* Thada Manakunitsara
  + Email: [manakunitsara.t@northeastern.edu](mailto:manakunitsara.t@northeastern.edu)
  + Contact number: +19496209758
  + [www.linkedin.com/in/thada-manakunissara-05b150169](http://www.linkedin.com/in/thada-manakunissara-05b150169)
* Chitika Vasudeva
  + Email: [vasudeva.c@northeastern.edu](mailto:vasudeva.c@northeastern.edu)
  + Contact number: +1412-799-4222
  + [www.linkedin.com/in/chitika-vasudeva-assoc-aia-b0b08513b](http://www.linkedin.com/in/chitika-vasudeva-assoc-aia-b0b08513b)

Communication Plan:

The group’s primary communication channels will be regular in-person meetings, group communication on WhatsApp, and Microsoft Teams. Other communication channels may be used if and as needed:

* Video Conferencing: Zoom and Google Meet
* Email: To send formal updates and documents via email if and when necessary.
* Online Collaboration Tools: Google Workspace (Google Docs, Sheets, and Slides for real-time collaborative editing) and Microsoft Office 365 (Word, Excel, and PowerPoint)
* Project Management Tools:
  + Monday.com: Create customized workflows for project management.
  + Jira: Ideal for software development projects with agile methodologies.
* File Sharing and Cloud Storage:
  + Google Drive: Store and share documents, spreadsheets, and presentations.
  + Dropbox: Collaboratively access and edit files from various devices.
* Online Forums and Discussion Boards: Northeastern University's learning management system or other online platforms for academic discussions.
* Documentation: To keep records of discussions, decisions, and progress for reference.

# Team Roles and Responsibilities

* **Manager/Leader:** Responsible for overall submission. Leads the team in planning, organizing, and executing assignments.
* **Task Coordinator/Facilitator:** Allocates tasks to team members based on their skills and availability. Monitors task progress and provides support as needed.
* **Communication Lead/Recorder:** Establishes and maintains communication channels. Ensures that all team members are well-informed about assignment or task updates. Ensures that all team members have access to relevant documentation.
* **Information Gathering Support:** Collect, organize, and manage task-related information from various sources.

Rotation Schedule:

There are 4 team members and 4 roles. So, each member will perform each role twice. This will allow everyone to work on their strengths and weaknesses, and optimize the quality of the team’s work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Manager/Leader | Facilitator | Recorder | Support |
| GA1/2 | Cheri | Para | Chitika | Praneetha |
| GA3/4 | Chitika | Cheri | Praneetha | Para |
| GA5/6 | Para | Praneetha | Cheri | Chitika |
| GA7/8 | Praneetha | Chitika | Para | Cheri |

# Team Rules and Processes

Ground Rules:

Each team member should follow the team ground rules to ensure fairness, collaboration, and the successful completion of assignments.

* **Clear Objectives**: Ensure that everyone on the team understands the project goals and objectives. Keep these objectives in mind throughout the project.
* **Submission Deadlines:** Ensure that team members are aware of project timelines and are committed to meeting them. Each team member should take responsibility for meeting deadlines.
* **Plagiarism and Academic Integrity:** Everyone in the team should submit original work and adhere to academic integrity policies.
* **Research and Citation:** Team members are encouraged to use credible sources for research and provide guidance on proper citation and referencing.
* **Collaboration and Consultation:** Team members can seek clarification or assistance from each other if they encounter challenges with their responsibilities on the project.
* **Communication:** Outlook and Canvas are the most preferred communication channels for assignment-related questions or concerns, such as email or discussion boards.
* **Respect and Inclusivity:** Promote a respectful and inclusive learning environment. Team members are encouraged to be considerate of diverse perspectives and backgrounds.
* **Flexibility:** Acknowledge that unexpected changes or challenges may arise during the assignment, cooperate with the team, and adapt to make necessary adjustments.
* **Assignment Format:** Follow the guidelines for formatting assignments, including font size, margins, citation styles, and any specific document requirements.

Decision-Making Process

Decision making is the process of choosing the best action from available options to achieve a goal. It involves evaluating alternatives, considering outcomes, and selecting the most suitable option based on information and preferences. The team will observe the following processes to facilitate collective decision-making.

* **Identify the Decision:** The first step is to clearly define and understand the decision that the team needs to make. It is essential that we know what the problem or opportunity is before proceeding.
* **Gather Information:** Collect all relevant information related to the decision. The team will divide tasks that involve researching, gathering data, and seeking input from other teammates who have relevant expertise or experience.
* **Identify Alternatives:** Brainstorm and list all possible options or solutions. Every group member should try to be creative and open-minded during this stage, considering various perspectives and approaches.
* **Make A Decision:** After a thorough analysis, the team collectively chooses the best alternative that aligns with our objectives and priorities.
* **Communicate the Decision:** Ensure that all group members are informed about the decision and understand their roles in its implementation. Effective communication is key to successful execution.
* **Follow Up:** All the group members stay engaged with the decision's progress and be prepared to address any issues or challenges that may arise during the implementation phase.
* **Reflect and Learn:** After the decision has been implemented and some time has passed, reflect on the outcomes: analyze what worked well and what could be improved for future decision-making.
* **Closure:** Once the decision has been fully executed and the desired outcomes achieved, consider the decision-making process complete.

Conflict Management Approach

In a team composed of individuals with different skills, backgrounds, and ways of working, conflict is natural – and even productive. Rather than be wary of conflict, this team will approach it with equanimity and clear strategies for resolution.

* **Communication:** Communication will be the primary strategy to both minimize conflict and manage it if it does arise. All team members will remain communicative and responsive during in-person and online team discussions. Members will clarify expectations to prevent any misunderstandings. In the event of a disagreement, the conflicting individuals may either step aside to resolve the issue between themselves, or have a discussion with the larger group to achieve consensus.
* **Mediation:** If two or more members are unable to resolve conflict between themselves, the other team members may step in. Mediation will be facilitated by the team leader and may be supported by other members. If the team leader is involved in a conflict, the next available team member will step in. If absolutely necessary, the team may approach the course instructor for additional support and advice.
* **Consider External Factors:** The team acknowledges that life happens and sometimes a team member may be facing a challenge outside the classroom that is making their participation in the group difficult. For this reason, the team will be supportive of its members and sympathetic towards any external factors that may be creating conflict. If necessary, the team may redistribute workloads and responsibilities to help manage conflict.

Team Performance Assessment

Team performance assessment is a process of evaluating and measuring the effectiveness, efficiency, and overall performance of a team within an organization. It involves gathering data and information to gauge how well a team is functioning, achieving its goals, and contributing to the organization's objectives. Team performance assessments are conducted for various purposes, including improving team dynamics, identifying areas for development, and making informed decisions about resource allocation and team management. Here are some key components and considerations related to team performance assessment:

* **Clear Goals**: Our team’s objective is to effectively collaborate and execute the project, providing a clear direction for everyone and ensuring successful completion within the specified timeframe.
* **Assessment Variety:** The team will use diverse methods like self-assessments and peer feedback to gain different perspectives.
* **Real-time Tracking:** The team will implement tools for instant progress updates, ensuring tasks are on schedule.
* **Skill Evaluation:** The team will assess both technical abilities and interpersonal skills to understand team strengths and areas of improvement.
* **Regular Feedback:** The team will provide consistent, constructive feedback to facilitate continuous improvement.
* **Ethical Standards:** The team will uphold fairness, avoiding bias and discrimination, for unbiased evaluations.