

Team 12 Team Charter	<p>Mahir Faisal Chowdhury mahirfaisalchowdhury09@gmail.com</p> <p>Konda Sai Sreekar Reddy kondasai2011@gmail.com</p> <p>Satish Kumar Sharma Satish.21.buv@gmail.com</p> <p>Stephanie Selinam Kattah stephaniekattah209@gmail.com</p> <p>Chintala Mahesh babu chintalamaheshbabu1005@gmail.com</p> <p>Anas Junaid anasj1040@gmail.com</p> <p>Suraj Pandit sp445873@gmail.com</p> <p>Akshar Patil aksharpatil0090@gmail.com</p>
Team Lead	<p>Mahir Faisal Chowdhury mahirfaisalchowdhury09@gmail.com</p>
Team Members Roles and Responsibilities	<p>Roles in Team 12:</p> <p>Mahir Faisal Chowdhury mahirfaisalchowdhury09@gmail.com - Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors.</p> <p>Konda Sai Sreekar Reddy kondasai2011@gmail.com - Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p>Stephanie Kattah stephaniekattah209@gmail.com - Project Scribe, responsible for taking meeting minutes and distributing notes/assignments. Can assist Team Lead in drafting emails and communication between sponsor and group.</p>

	<p>Satish Kumar Sharma Satish.21.buv@gmail.com - Project Lead, responsible for holding the group accountable for meeting deadlines and ensuring that the project deliverables are being met.</p>
Mission, Vision Objectives & Core Values	<p>Mission: To integrate and clean applicant, campaign, and outreach data into a single unified MasterTable, enabling accurate, consistent, and holistic analysis of the applicant engagement lifecycle.</p> <p>Vision: To establish a reliable data foundation that empowers decision-makers to understand applicant behavior, optimize campaign strategies, and enhance outreach effectiveness, ultimately driving smarter, data-informed actions for organizational growth.</p> <p>Objectives: Build a scalable foundation for future analytics and reporting by: Cleaning and standardizing applicant, campaign, and outreach data. Identify gaps such as missing or unlinked records. Generate insights on applicants, campaigns, and outreach outcomes.</p> <p>Core Values: Accuracy → Delivering clean and reliable data. Transparency → Clear processes and well-documented results. Inclusiveness → Preserving all records, even unmatched ones. Efficiency → Simplifying analysis through one consolidated table. Scalability → Preparing the system for future growth like creating better visualizations and dashboards.</p>
Internal Checks, Balances, and Reviews	<p>Each team member must be committed to working together, by building on each person's specific</p>

	<p>assignments. Assignments, action plans and deadlines would be shared during group meetings.</p> <p>Shared files and meetings would serve as a platform for collaborating and for the evaluation of the project's progress and timeline.</p>
<p>Operations:</p> <ul style="list-style-type: none"> • Assignments • Meetings • Communication Guidelines • Deadlines 	<p>Assignments:</p> <ul style="list-style-type: none"> • Reviewing the deliverable requirements • Creating the Project Plan • Other individual tasks • Drafting the Project Report • Submitting the Final Project <p>Meetings: Team will meet every Monday at 5pm via Google Meet</p> <p>Communication Guidelines: Team Lead will represent the team to sponsor.</p> <p>Everyone is expected to participate and contribute and maintain collaboration</p> <p>The channel of communication among the team will be Google Chat and emails.</p> <p>Emails among team members will be responded to within 8 hours.</p> <p>Emails between Team Lead and Sponsor will be responded to within 12 hours.</p> <p>Listen and respect each other's ideas, encourage peaceful teamwork and conciseness.</p> <p>Deadlines: Individual contributions are due by Friday at 2 pm or as indicated in Google Tasks.</p>