Team Charter

Course: INT6940 (Experiential Network Projects)

Team 3:
Mamta Jadhav
Vedant Pandey
Sakshi Bankar
Berkay Mengunogul
Shivam Sinha

Prof. Amin Karimpour

Date: 4/21/2024

Purpose of the Team

The team involved in the logistics project is committed to improving transportation and supply chain procedures. Our main objective is to make logistics operations more efficient and satisfying for customers. Through teamwork, we seek to discover and apply creative approaches to tackle logistical obstacles, cut expenses, and boost profitability. By pooling our diverse skills and resources, we aim to attain operational excellence and play a key role in the logistics project's success.

Team background & Contact information

Name	Mamta Jadhav
Education	Mamta is pursuing a master's in project management from Northeastern University. She holds a B. TECH degree in computer science.
Experience	Mamta has 2 years of experience at Bank of America as a software engineer. During her tenure at Bank of America, Mamta got hands-on experience with Agile project management tools and techniques. She is well versed with SDM tools like JIRA, Kanban, and SCRUM methodologies.
Organization	IMeX cargo LLC
City	Boston
Contact Details	+1(857)-370-7444 Jadhav.mam@northeastern.edu
Skills	Effective communicator, and leader, Proficient in project management tools Project, JIRA), Hands-on Experience on PEGA, SQL, and JAVA.

Name	Berkay Mengunogul
Education	Master's degree in informatics
Experience	Machine Learning Engineer (2 Years)
Organization	IMeX cargo LLC
City	Boston
Contact Details	mengunogul.b@northeastern.edu

Name	Vedant pandey
Education	Master's degree in project management
Experience	Business Analyst
Organization	IMeX cargo LLC
City	Boston

Contact Details	pandey.ve@northeastern.edu

Name	Sakshi Bankar
Education	Master's in Human Centered Informatics
Experience	Sakshi has 2 years of experience as a multidisciplinary designer. She has worked as a Communication designer, UI/UX designer and Frontend developer. She is well versed in User experience design, Visual Design and Frontend Development.
Organization	IMeX cargo LLC
City	Boston
Contact Details	+1 8573966923 bankar.sa@northeastern.edu

Name	Shivam Sinha
Education	Master's in Informatics with Cloud Computing Bachelor's of Technology in Electronics and Electrical Engineering
Experience	Shivam has 2 years of experience as an automation developer and data and risk analyst. Back-end Developer. Proficient in Python and Java, Machine Learning and Neural Networks and AWS Cloud Services.
Organization	IMeX cargo LLC
City	Boston
Contact Details	+1 857 334 5899 sinha.shiv@northeastern.edu

Team Composition Team Size:
The team consists of 5 people.

Role	Team Member	Responsibility
Project Manager	Mamta Jadhav	- Create a project schedule - Work on project documentation - Communicate with the client to understand requirements and provide updates - Create user stories and add them to project management tools like JIRA

		• Track project progress, identify issues, and ensure adherence to timelines and objectives
Business Analyst	Vedant Pandey	• Communicate with clients to gather and document project requirements • Assist the project manager in planning and documentation • Translate client requirements into technical specifications for the development team
Developer	Shivam/Berkay	• Implement project requirements into code • Develop software applications according to specifications • Ensure timely delivery of project milestones and requirements • Conduct unit testing to validate code functionality and performance
UI/UX designer	Sakshi	• Design and develop user interfaces for applications • Create visually appealing and intuitive UI designs • Develop frontend components based on project requirements • Conduct unit testing to ensure the usability and functionality of UI elements
Quality Engineer		• Develop comprehensive test cases based on project requirements • Execute test cases to identify defects and bugs • Collaborate with developers to debug and resolve issues found during testing • Ensure overall software quality through thorough testing and validation processes

Mission:

As an independent, woman-owned company, our mission is to revolutionize the logistics industry by providing innovative solutions that streamline lead discovery processes and prioritize customer satisfaction. Through these efforts, we aim to empower businesses to attain heightened efficiency and success.

Vision:

With a commitment to innovation and customer satisfaction, our vision is to become a pioneering force in the logistics industry. We aspire to lead the way in delivering cutting-edge solutions that redefine industry standards, fostering unparalleled efficiency and success for businesses worldwide.

Objectives:

- Develop cutting-edge solutions tailored to the unique needs of the logistics industry, focusing on streamlining lead discovery processes and enhancing customer satisfaction.

- Collaborate with industry experts to continuously refine and improve our solutions, ensuring they remain at the forefront of technological innovation.

- Expand our reach and impact by forging strategic partnerships and alliances with key players in the logistics ecosystem.

- Provide comprehensive training and support to our clients, empowering them to maximize the benefits of our solutions and achieve their business objectives.

Core Values:

Innovation: Driving progress through creative problem-solving.
Customer Focus: Prioritizing customer needs and expectations.
Integrity: Upholding honesty, transparency, and ethical standards.
Collaboration: Leveraging collective strengths for mutual success.
Excellence: Commitment to delivering superior quality and value.

Ground Rules:

- Respect everyone's ideas and opinions. Keep facilitators informed of plans.
- Leaders should be open to feedback.
- deadlines and communicate promptly about important matters.
- Maintain a civil atmosphere and promote dialogue over argument.
- Support team members and attend meetings for creative collaboration.
- Provide positive feedback and celebrate achievements.

Decision-Making Process:

- Decisions will be made after thorough brainstorming sessions to gather diverse perspectives.
- In the event of disagreements, the team will vote to reach a consensus.
- Decisions will always prioritize business objectives and deliverables.
- The perspective of leadership regarding business goals and strategies will be considered in decision-making.

Conflict Management:

- Plan meetings considering all members' schedules.
- Respect diverse perspectives and use objective discussions.
- Provide feedback and review each other's work.
- Maintain professionalism in communication.
- Encourage clear, bias-free communication and document agreements.

Communication tools and techniques

Communication Technique	Communication Tool	Time
Review Meeting	Teams	Friday Every Week
Daily Standup	Teams	Everyday 11 AM
Retrospective	Teams	Monday Every Week
Email	Outlook	When required

Tracking Work Progress:

- Inform project managers of any obstacles promptly.
- Monitor and update story progress in JIRA, transitioning tasks from "To-do" to "Doing" to "Done" accordingly.

Team Performance Assessment:

- Weekly evaluations will assess team members on a scale of 1 to 5, with 5 representing the highest rating, based on several criteria:
- Contribution: How well team members fulfill their tasks and go above and beyond expectations.
- Timeliness: Meeting deadlines for assigned tasks.
- Respectfulness: Displaying respect towards fellow team members.
- Responsibility: Executing assigned duties effectively.
- Leadership: Demonstrating leadership qualities in advancing project and task progression, regardless of managerial roles.
- Each team member will undergo weekly self and peer evaluations.

Team Member Signatures

Name	Signature	Date
Mamta Jadhav	Mamta Jadhav	4/21/2024
Berkay Mengunogul	Berkay Mengunogul	4/21/2024
Sakshi Bankar	Sakshi Bankar	4/21/2024
Shivam Sinha	Shivam Sinha	4/21/2024
Vedant Pandey	Vedant Pandey	4/21/2024