

Student Team Charter for Data Visualization

Team Members	<p>Koomson Edward Abbey (edwardkoomson10@gmail.com)</p> <p>Marieme Zouari (marieme.zouari@etudiant-fst.utm.tn)</p> <p>Glory Agunwa (oluomachiagunwa@gmail.com)</p> <p>Ogochukwu Mercy Ezech (ezechogomercy@gmail.com)</p> <p>Azzah Arshad (arshad.azzah08@gmail.com)</p>
Team Lead	<p>Koomson Edward Abbey (edwardkoomson10@gmail.com)</p>
Team Members Roles & Responsibilities	<p>Sponsor Company- GlobalShala</p> <p>GlobalShala Contact- Mr. Ronit, Project Head</p> <p>Koomson Edward Abbey - Team Lead, represents team to Sponsor via email or calls to minimize communication errors.</p> <p>Marieme Zouari - Project Manager, provides guidance draws insight from other team members, ensures that the project execution remains on track.</p> <p>Azzah Arshad - Project Manager, provides guidance draws insight from other team members, ensures that the project execution remains on track.</p> <p>Glory Agunwa - Project Scribe, responsible for taking meeting minutes and distributing notes/assignments. Can assist the Team Lead in drafting emails for communication between Sponsors and group.</p> <p>Ogochukwu Mercy Ezech - Project Lead, responsible for holding the group accountable for meeting deadlines and ensure the project deliverables are being met.</p>
Mission, Vision Objectives & Core Values	<p>Mission Statement: our mission is to effectively communicate complex data insights through innovative and impactful visual representation. We strive to empower individuals and organizations with the ability to make informed</p>

	<p>decisions based on accurate, accessible and engaging data visualizations.</p> <p>As a group, we are dedicated to advancing the field of data visualization and delivering exceptional results for our clients: analyzing and recommending the least ideal campaign to discontinue to cut costs.</p> <p>Vision Objective: our vision is to empower people and organizations through the transformative power of data visualization, enabling them to make informed decisions, communicate insights effectively and drive positive change in the world. We strive to create visually engaging and intuitive representations of complex data, advancing the field of data visualization and promoting its widespread adoption as key tool for exploration and discovery.</p> <p>Core Values</p> <p>Innovation: continuously pushing the boundaries of what is possible in data visualization to stay ahead of the curve.</p> <p>Accessibility: creating visualizations that are easy to understand and accessible to all regardless of technical knowledge.</p> <p>Collaboration: working together as a team to share knowledge, ideas and best practices to create the best visualizations.</p> <p>Quality: delivering visualizations that are accurate, reliable and of highest standard.</p> <p>Empathy: putting ourselves in the shoes of our audience to understand their needs and create visualizations that are tailored to their specific needs.</p> <p>Sustainability: developing visualizations that are environmentally responsible and in line with the principles of sustainable development.</p> <p>Integrity: providing transparent and honest visualizations, free from bias and manipulation.</p>
--	--

	<p>Creativity: encouraging and fostering creativity in our team to come up with new and innovative ways to visualize data.</p> <p>Responsiveness: being responsive to client needs and requirements, delivering visualizations in a timely and effective manner.</p> <p>Continuous Improvement: continuously learning and improving our skills and processes to ensure we remain at the forefront of the data visualization field.</p>
Internal Checks, Balances & Reviews	<p>Peer Review: encouraging team members to review each other's work, providing constructive feedback and making recommendations for improvement.</p> <p>Quality Assurance: establishing quality control procedures and metrics to ensure that visualizations are accurate, reliable and of highest standard.</p> <p>User Feedback: collecting and analyzing user feedback to understand how well the visualizations are working and making changes based on this feedback.</p> <p>Performance Metrics: establishing performance metrics to track the effectiveness of visualizations, including metrics such as user engagement, audience reach and data accuracy.</p> <p>Continuous Improvement: regularly reviewing and updating processes, tools and techniques used to create visualizations to ensure they remain current and effective.</p> <p>Ethics & Transparency: maintaining a strong ethical stance and ensuring that all visualizations are transparent, unbiased and free from manipulation.</p> <p>Compliance: ensuring that all visualizations adhere to relevant laws and regulations such as data protection and privacy laws.</p>

	<p>Performance Appraisals: conducting regular performance appraisals of team members to identify areas of strength and areas for improvement.</p> <p>Internal Audits: conducting regular internal audits to ensure that processes, tools and techniques are being used effectively and that visualizations are meeting quality and accuracy standards.</p> <p>Stakeholder Engagement: regularly engaging with stakeholders to ensure that the visualizations meet their needs and to identify any areas for improvement.</p>
<p>Operations:</p> <ul style="list-style-type: none"> • Assignments • Meetings • Communication guidelines • Status updates • Deadlines 	<p>Assignment: studying syllabus, making a project plan, writing project report, proper & timely execution of final project.</p> <p>Meetings: group meetings hold every Monday and Wednesday at 11:30 PM (IST) VIA Zoom. Meeting with Sponsor holds every Monday at 6 PM (IST) via Zoom.</p> <p>Communication Guidelines: the team is represented by the Team Lead at meetings with Sponsor, everyone is expected to participate and contribute (copying entire team on emails, for example). The main channel for communication is WhatsApp, team members are expected to contribute or respond to team activities within 24 hours. Emails between Team Lead and Sponsor will be responded to within 48 hours. There should be effective communication and mutual respect amongst members of the team.</p> <p>Status Updates: Team will provide weekly updates to client by Sunday at 6:30 PM (IST). Individual contributions are due by Sunday at 11 AM (IST)</p> <p>Deadlines: project draft is due by February 7th, 2023 final project is due by February 28th, 2023</p>