

## **Project Charter**

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### **Project Title:**

## **AI-Driven Budgeting Suite: Intelligent Forecasting and Dynamic Budget Management**

### **Team Members:**

- Maaz Naqvi
  - Varshini Muniswaran
  - Ryan Ellis
  - Rounak Sharma
  - Ansh Hemang Dani
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### **Team Goals**

#### **Primary Objectives:**

1. Maintain good communication between team members and the project owner.
2. Update necessary documentation.
3. Challenge any ideas to ensure the product is held to the highest standards.

#### **Team-Specific Goals:**

1. Get access to code.
  2. Stay on top of due dates.
  3. Deliver good products to the project owner.
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### **Team Roles**

#### **Initial Roles:**

- **Ryan Ellis – Quality Assurance & Testing Lead**
- **Varshini Muniswaran – Frontend & UX/UI Design**
- **Rounak Sharma – Database & Integration Lead**
- **Ansh Hemang Dani – Project Manager & Risk Coordinator**
- **Maaz Naqvi – Backend & AI Development**

## **Rotating Scrum Master Role:**

- **Sprint 1:** Ryan
  - **Sprint 2:** Rounak
  - **Sprint 3:** Varshini
  - **Sprint 4:** Maaz
  - **Sprint 5:** Ansh
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## **Team Norms**

### **Communication Tools:**

- Discord, Whatsapp, Zoom, and Email

### **Frequency of Meetings:**

- We will meet once a week over Zoom.

### **Behavioral Norms:**

- **Respect:** All the team members agreed to be respectful towards each other.
- **Punctuality:** All the team members agreed to be punctual to all the meetings.

### **Process Norms:**

- **Note Keeping:** Varshini, Ryan, Rounak
  - **Task Tracking:** We will track our tasks using taiga
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## **Availability and Meeting Times**

### **Team Member Availability:**

- **Member 1:** Mondays 9:00a.m. - 11:30a.m. and Wednesday 9:00a.m. - 11:30a.m. and 2:00-4:00p.m.
- **Member 2:** Tuesdays 5:00p.m - 8:00p.m, Wednesdays 10:30a.m - 11:30a.m, Thursdays 5:00p.m - 8:00p.m, Fridays 11:00a.m - 1:00p.m
- **Member 3:** Wednesday 1030 am - 1130am, or via appointment
- **Member 4:** Mondays 9:00 a.m. - 12:00 p.m. and Wednesdays 9:00 a.m. - 12:00 p.m., Fridays
- **Member 5:** Wednesday 1030 am - 1130am, or via appointment

### **Scheduled Regular Meeting Times:**

- The agreed documented meeting time is on Wednesday from 10:30a.m. to 11:30a.m.