**Project Team Charter**

**Virtual Assistant**

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| Primary Instructor | Anjana Shah |
| Team Member 1: | Vraj Kalpeshkumar Soni |
| Team Member 2: | Pruthvi Prakash Soni |
| Team Member 3: | Namya Vipulkumar Patel |
| Team Member 4: | Sahay Mayurbhai Patel |
| Team Member 5: | Saumyakumar Ajitkumar Mistry |

Document Revision History

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| --- | --- |
| Revision # | Date |
| 1 | 2021-10-10 |

**TEAM CHARTER**

Multiple reasons exist for preparing a team charter document. First is to document team's purpose and clearly define individual roles, responsibilities, and operating rules. Second, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally, it facilitates stakeholder by including key members in the decision-making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. **Purpose**

* The goal of this team is to create the best virtual assistant by putting our incredible efforts and skills of machine learning and artificial intelligence.
* Each team member wanted to explore the fields of machine learning and AI.

2. **Background**

* The team is looking forward to building **Virtual Assistant** program that understands natural language voice commands and completes tasks for the user, provides information, reminds of appointments, tells weather forecast, replies to messages, send and read emails, call options and many more things.
* Users of this assistant are the ones who doesn’t want to put their hands on keyboards and allow computer to work on its own by just simple sets of voice commands. Targeted audiences are all that uses computers.

3**. Scope**

* The scope of this project is to deliver the best product which will fit in the real world and make small tasks easier and faster to perform just by voice commands.
* We are trying to implement the functions which virtual assistant like Cortana is not able to perform.
* This virtual assistant will track the conversation with humans and store it in server. So, it will help us to understand what more we need to apply to make the product best.
* This virtual assistant will not just be limited to perform the functions such as “open YouTube” it will do much more than that such as schedule emails, messages and many more.

4. **Team composition**

* We are the team of five members. Everyone is working on their own part. We have assigned each member with a different task from documentation to debugging.
* For the documentation of sprint1 and sprint2, we have gathered every single piece of detail needed and everyone is working on completing each document before the deadline and we will do the same in future.
* For building the application, three of us working on coding and two of us trying to debug, test, solve the possible errors from raw code and giving the advice what we can do more in that to make it better, faster, and easier to use.

5. **Team empowerment**

Sahay, as a project manager, has the authority to direct and control the team's work, and team members are allocated full time to this project, for its duration.

Vraj, as a scrum master, he has tocCoach the team members in self-management and cross-functionality.

Namya, as a requirement engineer, works with the Analysts to correctly translate requests/needs into requirements to be used for design.

Saumya, as a software architect, complete all the requirements given to him by requirement engineer.

Pruthvi, as a technical reviewer, must review all the work done by software architect on daily basis.

6. **Team operations**

The team will meet every Tuesday afternoon from 3:00pm to 5:00pm for the duration of the project.

Each member is expected to present a short status report for the aspect of the project he or she is working on.

If a member is unable to attend, a notification must be sent to the project manager and someone else designated to report on the status and communicate further expectations.

All the team’s decision making will be done by voting. If, the voting ends up as tie project manager must choose what is best for the project and move forward.

All team members can ask help from other team members, but completing a task is his/her own responsibility and no one else’s.

Communication can be done through WhatsApp group.

Code repository will be on GitHub and every team member has access to it.

7. **Team Performance Assessment**

(Document key areas of performance needed for team success along with means of measuring progress.)

8. **Signature Page**

* Vraj Kalpeshkumar Soni: V.K.Soni
* Namya Vipulkumar Patel: N.V.Patel
* Sahay Mayurbhai Patel: S.M.Patel
* Pruthvi Prakash Soni: P.P.Soni
* Saumyakumar Ajitkumar Mistry: S.A.Mistry

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