

Team Members	Anamika Phogat (anamikaphogat80@gmail.com) Suhas Palani (spalani3@hawk.iit.edu) Ayush Mishra (mishrayush.28@gmail.com) Panyala Karthik (karthikp3122001@gmail.com)
Team Lead	Anamika Phogat (anamikaphogat80@gmail.com)
Team Members Roles and Responsibilities	<p><i>Sponsor Company – Excelerate</i></p> <p><i>Individual Company Contacts – Bestin Varghese</i> (vbestiano@gmail.com), Project Head</p> <p>Anamika Phogat (anamikaphogat80@gmail.com)- Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors.</p> <p>Suhas Palani (spalani3@hawk.iit.edu)- Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p>Panyala Karthik (karthikp3122001@gmail.com)- Project Scribe, responsible to taking meeting minutes and distributing notes/assignments. Can assist Team Lead in drafting emails and communication between sponsor and group.</p> <p>Ayush Mishra (mishrayush.28@gmail.com)- Project Lead, responsible for holding the group accountable for meeting deadlines and ensures that the project deliverables are being met.</p>
Mission, Vision Objectives & Core Values	<p><i>Mission (clear and concise language, providing actionable words that the group can stand for and accomplish):</i> ‘To fulfil the needs of our sponsor through a tangible project plan and recommendations that they can execute in their company’</p> <p><i>Vision Objectives (what does success look like?):</i> We want to work in a collaborative and positive team dynamic. It is the anchor point of any strategic plan.</p> <p><i>Core Values:</i> Integrity, Accountability, Discipline, Respect, Innovation</p>
Internal Checks, Balances, and Reviews	<i>We will hold team meetings every other day to review the progress of individual tasks assigned to each team member, and we will maintain a record of each member's contributions after each weekly assignment.</i>

<p>Operations:</p> <ul style="list-style-type: none"> • Assignments • Meetings • Communication Guidelines • Status Updates • Deadlines 	<p><i>Assignments:</i> Reviewing the syllabus, creating the Project Plan, drafting the Project Report, delivering the Final Project.</p> <p><i>Meetings:</i> Team will meet every Monday at 5pm via Microsoft Teams. Meeting with sponsor will take place every Tuesday at 11am via Skype.</p> <p><i>Communication Guidelines:</i> Team Lead will represent team to sponsor; everyone is expected to participate and contribute and maintain collaboration (cc'ing entire team on emails, for example); main channel of communication among team will be email; emails among team members will be responded to within 24 hours, emails between Team Lead and Sponsor will be responded to within 48 hours; listen and respect each other's ideas, encourage conciseness</p> <p><i>Status Updates:</i> Team will provide a weekly status update to client by Tuesday at 5pm. Individual contributions are due by Tuesday at 9am.</p> <p><i>Deadlines:</i> Project Draft is due March 25th. Final project is due by April 18th.</p>
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