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| **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** | *Sponsor Company* – **Excelerate** *Individual Company Contacts* – **Bestin Varghese** (vbestiano@gmail.com), Project Head  **Anamika Phogat** (anamikaphogat80@gmail.com)- Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors.  **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.  **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.  **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. |
| **Mission, Vision Objectives & Core Values** | *Mission (clear and concise language, providing actionable words that the group can stand for and accomplish):* ‘To fulfil the needs of our sponsor through a tangible project plan and recommendations that they can execute in their company’  *Vision Objectives (what does success look like?):* We want to work in a collaborative and positive team dynamic. It is the anchor point of any strategic plan.  *Core Values:* Integrity, Accountability, Discipline, Respect, Innovation |
| **Internal Checks, Balances, and Reviews** | *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.* |
| **Operations:**   * **Assignments** * **Meetings** * **Communication Guidelines** * **Status Updates** * **Deadlines** | *Assignments*: Reviewing the syllabus, creating the Project Plan, drafting the Project Report, delivering the Final Project*.*  *Meetings:* Team will meet every Monday at 5pm via Microsoft Teams. Meeting with sponsor will take place every Tuesday at 11am via Skype.  *Communication Guidelines:* 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  *Status Updates:* Team will provide a weekly status update to client by Tuesday at 5pm. Individual contributions are due by Tuesday at 9am.  *Deadlines:* Project Draft is due March 25th, Final project is due by April 18th. |