

Team Charter
BUDT748 Fall 2024

PROJECT NAME	Football Paradise - Stream Management Platform
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Specify the official name of the project to be undertaken.

TEAM MEMBERS

List the names and roles of all team members.

ID	NAME	Contact Information (text,email..) // (Indicate preferred method)
1	Rajat Nirwan	Email: rajat@umd.edu , Cell: +12404859768 (WhatsApp preferred)
2	Ian Delannes-Molka	Email: imolka@terpmail.umd.edu , Whatsapp
3	Dheeraj Lagudu	Email: slagudu@umd.edu , Cell: +12406042492
4	Piyali Bedagkar	Email: piyalib@umd.edu , Cell: +12404381101
5	Raunak Singh Chhabra	Email: raunak@umd.edu , Cell: +12403059960, (email preferred)
6	Ilyas Nur	Email: inur@umd.edu , Cell +1 (240) 433-2827 (Whatsapp)
7	Shruti Bishnoi	Email: sbishnoi@umd.edu Cell +1 (571)6608953 (Whatsapp)

Team Management

ROLES AND RESPONSIBILITIES		Who is responsible for what? How are responsibilities divided?
ROLE	ASSIGNED TO	RESPONSIBILITIES
PM & UIUX	Rajat Nirwan	Agile Planning, Communication with the stakeholder, Documentation, Project Scope
Business Systems analyst	Ian	Evaluate systems needs and use cases, define system specifications, and create communication between business plan and technical plan.
IT Systems Analyst	Dheeraj Lagudu	Integrating and Evaluating Systems, supporting project planning, risk assessment and project tracking.
Software Eng & Data Analyst	Raunak Singh Chhabra	Develop databases, APIs, and backend infrastructure. Gather analytics data for the client.
Software Eng & Data Analyst	Ilyas Nur	Develop databases, APIs, and backend infrastructure. Gather analytics data for the client.

Scrum Master	Piyali Bedagkar	Monitoring Progress, Lead Scrum Meetings and Retrospectives
Quality Assurance Analyst	Shruti Bishnoi	Identifying issues, developing quality standards, conducting tests and identifying issues in the production of our product.

Meeting Guidelines

Establish rules for conducting team meetings.

ID	DESCRIPTION
1	Start and End on Time: Begin the meeting at the scheduled time and conclude it as planned to respect everyone's time. Manage the time allocated for each agenda item effectively.
2	Encourage Participation: Allow everyone to contribute their ideas and ensure active listening by paying attention to each speaker without interrupting.
3	Set a Clear Agenda: Share the agenda in advance so that everyone knows what to expect and ensure the meeting stays focused by sticking to the agenda.
4	Encourage Constructive Feedback: Be open to feedback about the meeting's effectiveness and use it to improve future meetings.
5	Follow Up on Action Items: Clearly assign tasks and deadlines, and review the progress of these action items in subsequent meetings.

Describe how decisions will be made within the team.

ID	DESCRIPTION
1	Decisions within the team will be made by first gathering and sharing all relevant information with team members.
2	An open discussion will allow everyone to voice their opinions and evaluate different options.
3	The team will then aim to reach a consensus or, if necessary, conduct a vote to determine the best course of action.
4	Once a decision is made, it will be clearly communicated to all members, documented, and an action plan will be developed for implementation.
5	The team will monitor the implementation and review the outcomes to ensure effectiveness and gather feedback for future improvements.