**Experiential Project Team Charter Template**

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| **Team Members** | Aditya Agarwal (adi.ag321@gmail.com) Akash sheth (shethakash095@gmail.com) Meghna Raman (megraman1703@gmail.com) Ambika Chundru (chundru.ambika@gmail.com)  Ritish Alugolu (ritishalugolu@gmail.com) |
| **Team Lead** | Meghna Raman (megraman1703@gmail.com) |
| **Team Members Roles and Responsibilities** | *Sponsor Company* – Globalshala *Individual Company Contacts* – Arshyaa Sugha  Meghna Raman - Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors.  Aditya Agarwal- Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.  Ambika Chundru – Technical Lead, responsible for managing technical aspects of software development and executing technical solutions.  Ritish Alugolu - Project Lead, responsible for holding the group accountable for meeting deadlines and ensures that the project deliverables are being met.  Akash sheth*-* 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:* ‘To fulfil the needs of our sponsor through a tangible project plan and recommendations that they can execute in their company. We aim to analyze and recommend the least ideal campaign to discontinue to cut costs’  *Vision Objectives:* 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, Team work |
| **Internal Checks, Balances, and Reviews** | *All the work will divided and assigned to each member and they are expected to complete it within the specified time. Each member is expected to notify the team after the completion of a task. We will be conducting a group meeting every alternate day to discuss each members progress. Additionally we will attend a weekly check in with the facilitator and update her regarding the status of the project.* |
| **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 alternate day at 5pm via Google Meet. Meeting with Globalshala will take place every Tuesday via Zoom.  *Communication Guidelines:* Team Lead will represent team to sponsor; everyone is expected to participate and contribute and maintain collaboration; 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:* Final project is due by April 21st. |