Experiential Project Team Charter

Team Members

1. **Aishwarya Kore** (aishwaryakore81@gmail.com) - *Project Lead*
2. **Uchenna Okolo** (2ucheokoll@gmail.com) - *Team Lead*
3. **Prajwal Ghadage** (prajwaldg4@gmail.com) - *Project Scribe*
4. **Sangam Chettri** (chettrisangam356@gmail.com)- *Project Manager*
5. **Pearl Rubyth Thomas R** (pearlrubyththomas@gmail.com) - *Core Team Member*
6. **Vani Bajaj** (vanibajaj0001@gmail.com) - *Core Team Member*
7. **Abhinay Matam**(mabhi4184@gmail.com)- *Core Team Member*

Team Roles and Responsibilities

- **Project Lead (Aishwarya Kore)** – Oversees the project's overall direction, ensures deadlines and deliverables are met, and holds team members accountable for their responsibilities.
- **Team Lead (Uchenna Okolo)** – Guides the execution of the project, coordinates task assignments, and ensures the team remains aligned and on schedule.
- **Project Scribe (Prajwal Ghadage)** – Responsible for taking meeting notes, distributing updates, and supporting communication and documentation throughout the project.
- **Project Manager (Sangam Chettri)** – Assists with project planning and execution, providing support to the project lead in ensuring smooth progress.
- **Core Team Members (Pearl Rubyth Thomas R, Vani Bajaj, Abhinay Matam)** – Actively contribute to project tasks, research, and other project-related duties as assigned.

Mission, Vision, Objectives & Core Values

- **Mission:** To deliver actionable insights and a thorough project plan that meets the needs of our stakeholders, ensuring the successful completion of the project.
- **Vision:** To cultivate a collaborative and results-driven team environment that supports both project success and the professional growth of every team member.
- **Core Values:**

    - Integrity – Maintain ethical data handling and transparent reporting.
    - Accountability – Ensure team members meet responsibilities and deadlines
    - Discipline – Stay focused on project objective and deliverables
    - Respect – Foster a safe space for open and respectful communication
    - Innovation – Use creative solutions to enhance data visualization and storytelling.

Internal Checks, Balances, and Reviews

- **Assignments:** Each team member is responsible for their designated tasks, including research, report writing, and presentations.
- **Meetings:**
  - Team meetings every **Sunday at 5 PM** and **Tuesday at 5 PM** via Microsoft Teams.
  - Team will meet every Monday at 5pm via Microsoft Teams. Meeting with sponsor will take place every Tuesday at 11am via Skype.

- **Communication Guidelines:**
  - The Project Lead represents the team in external communications.
  - All team members are expected to collaborate, participate, and provide input.
  - Emails among team members should be responded to **within 24 hours**.
  - Emails between the Project Lead and stakeholders should be responded to **within 48 hours**.
  - Everyone should respect each other's ideas and contributions.
- **Status Updates:**
  - Individual contributions are due by **Sunday at 9 AM**.
- **Deadlines:**
  - **Final Project Due:** 3rd March 2025

Project Timeline & Task Assignments

Week 1: Create a Cleaned Dataset and an Exploratory Data Analysis (EDA) Report

- **Aishwarya Kore** – Oversees the data cleaning process and ensures quality standards.
- **Uchenna Okolo** –Documents findings from EDA and compiles the report.
- **Prajwal Ghadage** – Supervises the team and ensures timely completion of EDA.

Week 2: Complete the Preprocessing of the Datasets and Create a Wireframe for the Dashboard

- **Aishwarya Kore** – Leads dataset preprocessing and ensures consistency.
- **Uchenna Okolo** – Coordinates the preprocessing workflow and assigns remaining tasks.
- **Prajwal Ghadage** – Supports in data transformation and feature engineering.
- **Pearl Rubyth Thomas R**, **Vani Bajaj, Sangam Chettri** – Assists in wireframe design and dashboard layout.

Week 3: Create the First Iteration of the Dashboard on Google Data Studio

- **Aishwarya Kore** – Oversees dashboard development and integrates data sources.
- **Uchenna Okolo & Prajwal Ghadage** – Build visualizations and design dashboard components.
- **Abhinay Matam, Sangam Chettri** – Assists with UI/UX refinements for a user-friendly interface.

- **Pearl Rubyth Thomas R**, **Vani Bajaj** – Ensures data flows correctly and dashboard functionality is intact.

Week 4: Showcase the Project Presentation Featuring the Final Interactive Dashboard

- **Aishwarya Kore & Uchenna Okolo** – Lead the final project presentation.
- **Prajwal Ghadage, Sangam Chettri** – Prepares and organizes presentation materials.
- **Abhinay Matam** – Assist in the final testing and ensure all dashboard components function correctly.
- **Pearl Rubyth Thomas R, Vani Bajaj** – Support Q&A and refine the final product based on feedback.