

{0109DVA | Team 37} Team Charter

Team Members	Clarke Ambia (clarkambia@gmail.com) Farwa Rashid (farwarashid785@gmail.com) Alishba Waqar (alishbawaqar7786@gmail.com) Adarsh Raj Tiwari (myselfadarsh01@gmail.com) Ashwitha Kota (kotaashwitha16@gmail.com) Ayush Choudhary (ayushkumar86966@gmail.com)
Team Lead	Clarke Ambia
Team Members Roles and Responsibilities	<p>Team Members Roles and Responsibilities Sponsor Company – Client</p> <p>Individual Company Contacts – Client, Role(s) in Company</p> <p>Clarke Ambia (clarkambia@gmail.com) - Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors.</p> <p>Farwa Rashid (farwarashid785@gmail.com) - Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p>Adarsh Raj Tiwari (myselfadarsh01@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>Alishba Waqar (alishbawaqar7786@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): 'To fulfil the needs of our sponsor through a tangible project plan and recommendations that they can execute in their company'</i></p> <p><i>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.</i></p>
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	<p><i>Core Values: Integrity, Accountability, Discipline, Respect, Innovation</i></p>
Internal Checks, Balances, and Reviews	<p><i>A team charter is only as effective as the actions that are measured against it, so it's important for the team to spell out how internal checks and balances and reviews will be handled. What is expected of each sub-team and team member, and when? How often are full team check-ins, and what kind of topics should be covered? What are the goals of individual team members and how will they be measured? Consider the SMART goal acronym: Specific, Measurable, Achievable, Realistic, and Time-based.</i></p>

<p>Operations:</p> <ul style="list-style-type: none"> • Assignments • Meetings • Communication Guidelines • Status Updates • Deadlines 	<p><i>Assignments:</i> Weekly deliverables assigned by associates, each due within one week. A final consolidated report and presentation will be prepared in Week 4.</p> <p><i>Meetings:</i> First meeting was held on Sept 1 at 5:00 PM IST. Team will meet every Monday via Microsoft Teams with associates. Additional check-ins with supervisor may be scheduled if required.</p> <p><i>Communication Guidelines:</i> Team Lead will represent the team to associates/supervisor; everyone is expected to participate, contribute, and maintain collaboration (using WhatsApp group and cc'ing entire team on important emails, for example). Main channel of communication will be WhatsApp and Email; emails among team members will be responded to within 24 hours, and emails/communication with associates or supervisor within 48 hours. Team members will listen and respect each other's ideas and encourage conciseness.</p> <p><i>Status Updates:</i> Team will provide a weekly status update to associates during the Monday meeting.</p> <p><i>Deadlines:</i></p> <p>Week 1 (Sept 1–8): Task 1 deliverable due Sept 8</p> <p>Week 2 (Sept 8–15): Task 2 deliverable due Sept 15</p> <p>Week 3 (Sept 15–22): Task 3 deliverable due Sept 22</p> <p>Week 4 (Sept 22–29): Task 4 + Final Report/Presentation due Sept 29</p>
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