



**TEAM CHARTER**

**PJM6910 CAPSTONE SEC01**

**WINTER 2022**

**18/1/2022**

1. **Team Name, Logo, and Slogan**

Name: Wind

Logo:



Our working slogan: “Fast as wind, with our free wings!”

1. **Names of team members and their expectations from the course**

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| --- | --- | --- | --- | --- |
| **Name** | **Phone** | **Email** | **Hometown** | **Background** |
| Yonghong Gu | 3392159534 | Gu.yon@northeastern.edu | Suzhou, China | History in Bachelor; Project Management in master's degree; 5 years of experience in the Marketing Department of a commercial real estate company. |
| Cristina Rodriguez Gutierrez | 8574927593 | Rodriguezgutierrez.c@northeastern.edu | Oviedo, Spain | BS in International Business & Marketing; MS in Project Management. 3 years of experience in Marketing, Sales, and Project Management. |
| Jason Strong | 9542542314 | Strong.j@Northeastern.edu | Fort Lauderdale, Florida | BS in Finance. MS in project management with a concentration in Agile |
| Ananya Yadav | 8579309604 | Yadav.ana@northeastern.edu | Chhattisgarh, India | Master's in project management will be my second master's at Northeastern University. |
| Rui Zhao | 8573028979 | zhao.rui1@northeastern.edu | Heilongjiang, China | BS in Mechanical Engineering, MS in Project Management |
| Yaqiong Yang | 6174075353 | yang.yaq@northeastern.edu | Hebei, China | Master’s in Project Management. I have 5 years' working experience in the Marketing department at Gymboree and 4 years as project manager. |

**Expectations from this course:**

**Cristina Rodríguez Gutiérrez:** Learn how to work with a project team in real life, apply all the concepts we have studied in previous semester to a real-life project, and practice my leadership and project management skills.

**Yaqiong Yang:** I want to integrate all the knowledge I learn before to complete a whole project. Since we will rotate as project managers, I hope I can improve my leadership and collaboration skills by this chance.

**Rui Zhao：** Apply the knowledge learned in the various foundation courses of the project management major into practice, and in this way generate a further understanding of the practical work of the future.

**Yonghong Gu**: I hope to learn how to solve problems in a better way than before in this specific project and figure out how to grow and make the team grow especially when we face difficulties. All those methods we learned in the previous courses seem to me to be about how to deal with better communication based on schedule, cost, risks, and scope. I hope I can handle and focus on how to practice or facilitate these four parts specifically during this course. If I can work out 3 parts of the above communication smoothly and strategically, I will feel satisfied with myself and feel confident dealing with other issues.

**Jason Strong:** I hope to continue to expand on my project management knowledge. There will be a real-life project and I want to be able to take everything I have learned and put it to use. I have no corporate experience, so I want to be able to treat this like a real-world corporate project.

**Ananya Yadav:** Through this coursework, I am very keen to learn and grasp the nuances and importance of leadership, organizational goals, project management knowledge and team motivation to excel in the career field.

1. **Team Composition**

Our team consists of five members each having diverse backgrounds and ethical values. We believe in embracing diversity in the team and communicating effectively to reduce conflicts and deliver a successful product.

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| **Name** | **Skills** |
| Yonghong Gu | Business management, Marketing management; Agile project management. Conflicts management in communication. |
| Cristina Rodriguez Gutierrez | Business and Marketing, Consulting, Communication skills, Organization skills and Leadership |
| Ananya Yadav | Strategic thinking, team and time management |
| Yaqiong Yang | Business and Marketing management, Communication skills. |
| Rui Zhao | Positive attitude to complete tasks conscientiously |
| Jason Strong | Agile Project Management, Business Management, Microsoft Project, communication, teamwork, leadership |

1. **Role Rotation Schedule**

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| --- | --- |
| **Week 1-2** | **Cristina Rodriguez** |
| **Week 3-4** | **Jason Strong** |
| **Week 5-6** | **Yonghong Gu** |
| **Week 7-8** | **Rui Zhao** |
| **Week 9-10** | **Yaqiong Yang** |
| **Week 11-12** | **Ananya Yadav** |

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|  | **Week 3-4** | **Weeks 5-6** | **Weeks 7-8** | **Weeks 9-10** | **Weeks 11-12** |
| **Project Manager** | **Jason** | **Yonghong** | **Rui Zhao** | **Yaqiong Yang** | **Ananya Yadav** |
| **Coordinators (2)** |  | **Cristina** | **Rui** | **Yonghong** | **Jason**  **Cristina** |
| **Researcher** | **Cristina** | **Ananya** | **Yonghong** | **Jason** |  |
| **Recorder** | **Ananya** | **Rui** | **Jason** | **Cristina** | **Yonghong** |
| **Timekeeper** | **Yonghong** | **Jason** | **Cristina** | **Ananya** | **Rui** |

Coordinator (2) – puts everything together and makes it look like only one person wrote it

Researcher – someone is good at research

PM – leads the team, and the meetings. Submits assignments

Recorder – checks grammar and vocabulary

Timekeeper – keeps track of the time

1. **Best times and method of communication**

We will communicate with one another primarily through Teams calls and emails. Throughout the quarter we have scheduled to meet both in person and virtually on Mondays at 4pm. The table shown below shows the high-level vision of our communication strategy.

These are some of the types of meetings we will have during the semester, in no particular order, and the topics that we will discuss on each.

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| **Meeting type** | **Deliverable** |
| On-boarding meeting | * Welcome the new hires * Meet the project team * Training schedule |
| Kickoff meeting | * Status update * Aligning the changes with the long-term project goals * Daily project work updates |
| Budget and financial meeting | * Project budget * Contingency budget (If needed) * Return of investment (ROI) |
| Core team meeting | * Discussing and defining RACI matrix * Outlining the deliverables |
| Feedback and retrospective meetings | * Discuss what went well and what's needed to be worked on * Document lesson learned |

1. **Basic team ground rules**

* Everyone must attend all our weekly meetings and actively participate in the discussions. If someone is not able to make it to the meetings, they will notify the team via Microsoft Teams or WhatsApp 24 hours in advance so that the team can prepare accordingly.
* Team members should be proactive and take the initiative when discussing assignments and assigning work.
* Team members should reply to messages within 6-8 hours to guarantee an efficient communication flow and facilitate the job of the project manager
* The project manager will show leadership and effectively manage the team during their assigned two-week period
* Team members should complete their assigned sections of the work on time and respect the deadlines set by the team and the professor. If someone is not able to complete their work on time, they should notify the team in advance so that we can support them.
* Everyone will treat each other with respect and will accept everyone’s thoughts and opinions.
* The team will provide original work and will not participate in plagiarism.
* The team will maintain a high level of professionalism with each other, the professor, and the sponsor.

1. **Expectations related to member availability & involvement**

Our team has six people with different backgrounds and skills, I believe the combination of our skills will help us finish the project in a better way. Then, meeting together and brainstorming the idea is necessary. Currently, we have weekly meetings every Monday that all the members need to join. Besides this time slot, please list the available time for our specific discuss time.

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| **Name** | **Available Time Slot** |
| Yonghong Gu | Monday after 4:00pm (not available on 31st Jan for its Chinese New Year celebration); Tuesday: available for the entire day. Wed after 2:00pm; Thursday: available before 12:00am. Friday: not available the entire day. |
| Cristina Rodriguez Gutierrez | Mon 3-6pm, Tue 4-5pm, Wed 4-5pm, Thu 4-5pm, Fridays all day |
| Ananya Yadav | Mon-Fri 12-5pm |
| Yaqiong Yang | Mon, Tue, Fri whole day; Wed & Thu before 4 pm |
| Rui Zhao | Mon, Tue, Fri whole day; Wed & Thu before 4 pm |
| Jason Strong | Mon-Fri 9am-2pm and 6pm-11pm  (Typical schedule but varies based on my athletic schedule, communication the week prior helps a lot) |

1. **Strategy for managing the team’s processes and possible conflicts:**

**Decision making process**

Decisions are made based on the majority, but all opposing views are heard before the final decision is made. If the team does not reach a consensus, the team leader will facilitate conversations between team members in order to make the final decision to which all team members are expected to agree.

**Conflict management approach**

Conflicts will be dealt with honesty and professionalism. The team will solve problems as soon as they arise to ensure a quick and effective solution. There should be no conflicts to the point where they affect the performance of the entire team.

If the team has a problem that they cannot solve, they should escalate it to the team leader of the week. If a team leader is unable to resolve the issue, then she or he should escalate the issue to the professor.

**Team performance assessment**

The success of the team will be based on the grade achieved, acquired knowledge, and the promotion of relationships and connections. Peer and self-evaluations required by the course will also serve as a means of determining the team's performance.