

Team Charter – Team 4

DAMG 7275 – Week 1 Group Assignment 1



Index -

| | |
|---|---|
| Purpose of the team - | 3 |
| Team Background - | 3 |
| Team Composition - | 4 |
| Contact Information - | 4 |
| Communication tools and techniques - | 5 |
| Roles, Responsibilities and Rotations - | 5 |
| Ground rules - | 6 |
| Decision-making process - | 6 |
| Conflict management approach - | 7 |
| Team performance assessment - | 7 |

Purpose of the team -

The purpose of a team working on a group assignment is to pool together individual strengths, skills, and knowledge to collectively achieve a shared goal. By collaborating, team members can leverage diverse perspectives, distribute tasks efficiently, and produce a comprehensive outcome that may be more effective and creative than what individuals could achieve alone. This fosters teamwork, enhances learning, and prepares individuals for collaborative efforts in future endeavors.

Team Background -

| Name | Background |
|-------------------|--|
| Siddharth Bahekar | 2+ years' experience in front-end development, cloud implementation and database management. After completion of Bachelor of Engineering in Information Technology, catered to MNC's in multiple domains which generated tremendous amount of data, ultimately gave hands on experience in addressing real-world problems. |
| Chitra Periya | Experienced backend developer who worked on multitude of trading applications and risk management applications that generated and dealt with huge volumes of data. Team player and learner who enjoys finding solutions to challenges, takes different roles based on the team's needs. |
| Rachita Shah | Two years of experience in the IT industry as a Salesforce developer, with a background in computer science engineering. In my role, I have extensively worked with data, demonstrating expertise in leveraging the Salesforce platform to build and customize applications to meet business needs. |
| Vedant Ukirde | With one year of experience as a software developer and a bachelor's in Electronics Engineering, I am proficient in React, Java, Oracle SQL, and Spring Boot, and committed to continuous learning, teamwork, and embracing new challenges. |

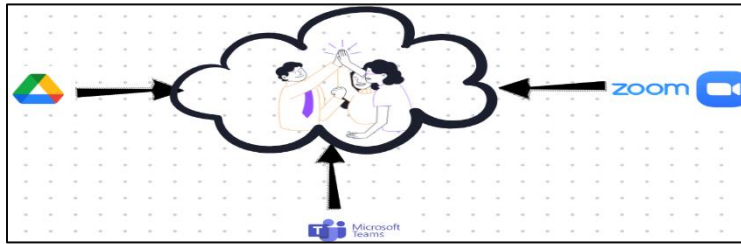
Team Composition -

| Name | Skills | Character |
|-------------------|---|--|
| Siddharth Bahekar | Oracle SQL, MS SQL, Schema Design | Strong desire to learn and implement, inclined towards team building |
| Chitra Periya | Oracle SQL, MS SQL, C#, data modeling | Adaptable team player, lifelong learner, and problem solver |
| Rachita Shah | SQL, Data Analysis, Java, web development | Learn new things, enjoy working with others and making strong teams |
| Vedant Ukirde | Oracle SQL, React, Java, Spring boot | Problem Solver, ability to learn quickly and team player |

Contact Information -

| Name | Mobile Number | Email ID |
|-------------------|----------------------|--|
| Siddharth Bahekar | 437-838-9754 | bahekar.si@northeastern.edu |
| Chitra Periya | 905-617-0383 | periya.c@northeastern.edu |
| Rachita Shah | 437-766-0263 | shah.rachit@northeastern.edu |
| Vedant Ukirde | 437-667-2254 | ukirde.v@northeastern.edu |

Communication tools and techniques -



As a team, we have decided the following channels for communication purposes -

- Google Drive** – A platform to share files and documents
- Zoom Meetings** – A platform to hold our regular connects and meetings
- MS Teams** – A platform to use for chats, casual calls or pings

By aligning our communication through these platforms, we aim to enhance transparency, efficiency, and overall productivity.

Roles, Responsibilities and Rotations -

For this project, we have concluded to segregate the timeframe into two-week sprints. This segregation will allow us to rotate roles, contribute equally and work efficiently. Upon a sprint completion, the team will retrospect the progress and make necessary future execution plans as well as create a window for scope of improvement.

| | 1 st Sprint | 2 nd Sprint | 3 rd Sprint | 4 th Sprint |
|-------------------|------------------------|------------------------|------------------------|------------------------|
| Siddharth Bahekar | Team Lead | Facilitator | Recorder | Support |
| Chitra Periya | Support | Recorder | Facilitator | Team Lead |
| Rachita Shah | Recorder | Team Lead | Support | Facilitator |
| Vedant Ukirde | Facilitator | Support | Team Lead | Recorder |

- **Team Lead** – Plan the timing and agendas of the meeting, define the scope of project, clarify ambiguity and set deadlines for tasks
- **Facilitator** – Actively track member contributions and regulate deadlines
- **Recorder** – Responsible for document coalition and maintaining the integrity

Note – All the team members are going to be each other's supporters throughout the project

Ground rules -

- **Maintain contact** – Follow regular status checks and keep track of progress. Participate in meetings, for which the schedule will be created by the team as per requirements
- **Pool resources** – Utilize resources collectively and distribute amongst all for information and research purposes. It ensures everyone is on the same page
- **Preserve duties** – Stick to the assigned roles as per planning, by factoring each member's proficiencies, competencies and readiness
- **Communication protocol** – Implement a clear communication protocol, encourage open communication and prompt reporting of challenges
- **Collaborative decision making** – Foster a collaborative environment and encourage input from team members on potential adjustments
- **Celebrate achievements** – Recognize and appreciate the efforts of team members, acknowledge and celebrate the achievements of milestones

Decision-making process -

- **Define Clear Objectives** - Clearly articulate the problems, goals and desired outcomes
- **Allocate Resources** - Determine and allocate necessary resources, including budget, manpower, and technology
- **Create Plan** - Develop a detailed plan outlining tasks, timelines, and dependencies
- **Select Appropriate Methodology** - Choose a suitable methodology based on the problem and its requirements
- **Regular Monitoring and Adaptation** - Implement continuous monitoring, feedback loops, and adaptability to ensure project success and address any emerging challenges promptly

Conflict management approach -

Conflict management is the process of handling disputes and disagreements effectively to prevent escalation and foster positive outcomes. It is needed to maintain a healthy and productive work or social environment, promoting communication, understanding, and collaboration while minimizing the negative impact of conflicts on relationships and goals.

- **Proactive Team Building** - Foster a positive team culture through team-building activities, regular check-ins, and creating opportunities for team members to get to know each other. Building strong interpersonal relationships can prevent conflicts and enhance collaboration.
- **Clearly Defined Roles and Responsibilities** - Establish clear roles and responsibilities for each team member, reducing the likelihood of misunderstandings or conflicts arising from ambiguity. When everyone understands their duties, it minimizes potential sources of tension within the academic project team.

Team performance assessment -

- **Project contribution** (50%) - Project contributions can be assessed by evaluating the quality and quantity of a member's work, including their innovative ideas, problem-solving skills, and active participation in project-related tasks.
- **Meeting participation** (50%) - Evaluating a member's engagement, contributions, ensuring they actively share ideas, collaborate with team members, and demonstrate a constructive and participatory attitude. Consistent and meaningful contributions to discussions and decision-making reflect a member's commitment to the project.