

{0707DVT | Team 20} Team Charter

Team Members	<p>Team member 1. Mthokozisi Ndlela (mthokozisibriannndlela@gmail.com)</p> <p>Team member 2. Syed Hur Abbas Naqvi (syedhur572@gmail.com)</p> <p>Team member 3. Muhammad Saeed Nagi (saeednagi194563@gmail.com)</p> <p>Team member 4. Mehedee Hasan Nayeem (mehedeehasannayeem@gmail.com)</p> <p>Team member 5. Jannatul Nayem Naisha (jannatulnaisha1@gmail.com)</p> <p>Team member 6. Zuhaa Nisar (zuhaanisar12@gmail.com)</p> <p>Team member 7. Bijay Raj Neupane (bijayneupane08@gmail.com)</p> <p>Team member 8. Ali Naqi(naqia6447@gmail.com)</p> <p>...</p>
Team Lead	<p>Syed Hur Abbas Naqvi (syedhur572@gmail.com)</p>
Team Members Roles and Responsibilities	<p>Team Members Roles and Responsibilities</p> <p>Sponsor Company – Client</p> <p>Individual Company Contacts – Client, Role(s) in Company</p> <p>Syed Hur Abbas Naqvi (syedhur572@gmail.com)- Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors.</p> <p>Mthokozisi Ndlela (mthokozisibriannndlela@gmail.com) - Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p>Mehedee Hasan Nayeem (mehedeehasannayeem@gmail.com) Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p>Jannatul Nayem Naisha</p>

	<p>(jannatulnaisha1@gmail.com), Ali Naqi (naqia6447@gmail.com)- Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p>Muhammad Saeed Nagi (saeednagi194563@gmail.com),</p> <p>Bijay Raj Neupane (bijayneupane08@gmail.com)</p> <p>- 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>Zuhaa Nisar (zuhaanisar12@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>Mission :Use data-driven insights to help GlobalShala reduce ad costs through smart analysis and impactful visuals.</p> <p>Vision Objectives :To become a reliable team that sets the standard for data storytelling in virtual internships.</p> <p>Identify underperforming ad campaigns and present actionable cost-saving recommendations to the Finance team.</p>

	<p>Core values:Collaboration, creativity, accountability, continuous learning, and data integrity.</p>
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<p>Internal Checks, Balances, and Reviews</p>	<p>Peer reviews will be conducted weekly to ensure quality and consistency across data analysis and presentation.</p>
<p>Operations:</p> <ul style="list-style-type: none"> • Assignments • Meetings • Communication Guidelines • Status Updates • Deadlines 	<p>Assignments: Tasks will be divided based on strengths—data handling, visualization, design, and coordination roles.</p> <p>Meetings: Team will meet every Saturday at 5pm via Microsoft Teams..</p> <p>Communication Guidelines: We will communicate actively via Google Meet, ensuring all members are looped in.</p> <p>Status Updates: Every team member will give a short update during weekly meetings or in the shared chat group.</p> <p>Deadlines: deadline for week 1 deliverable is Monday, 14th July 2025 and subsequently same for next 3 weeks on Monday.</p>