SLU PMT TEAM 15 - TEAM CHARTER

Team Members	Goodness Ndulue – nduluegoodness7@gmail.com Varuna Nimmala – snimmala4@slu.edu Esraa Nayel Hur Abbas Rewaa Harraz Sahithi Nelluri Siqoqile Mseka
Team Lead	Sambhrant Negi – sambhrantnegi27@gmail.com
Team Members' Roles and Responsibilities	**Sponsor:** Excelerate **Company – Client:** Excelerate, hosting a 3-day virtual event to promote experiential learning globally. **Sambhrant Negi – sambhrantnegi27@gmail.com–** *Team Lead*, represents the team to sponsor, via email and on calls, to minimize communication errors. **Syed Hur Abbas Naqvi – Syedhur572@gmail.com –** *Project Lead*, responsible for holding the group accountable for meeting deadlines and ensuring that the project deliverables are being met. **Varuna Nimmala – snimmala4@slu.edu –** *Project Manager*, provides guidance and draws insights from other team members, ensuring that the project execution remains on track. **Goodness Ndulue – nduluegoodness7@gmail.com –** *Project Manager*, provides guidance and draws insights from other team members, ensuring that the project execution remains on track. **Siqoqile Mseka – siqoencube@gmail.com –** *Project Scribe*, responsible for taking meeting minutes and distributing notes/assignments. Can assist the Team Lead in drafting emails and communication

	between the sponsor and the group.
Mission, Vision, Objectives & Core Values	**Mission:** Our Mission is to deliver a strategic, actionable project plan and set of recommendations that empower Excelerate to execute a high-impact global virtual event, while ensuring our team functions with clarity, accountability, and creativity.
	Vision Objectives: Success, for our team, looks like:
	Executing a comprehensive project plan that is adopted by our sponsor. *Functioning as a united, collaborative team with mutual respect and open communication.* *Completing all deliverables on time, with quality, and within scope.* *Showcasing the potential of experiential learning to a global audience.* *Gaining valuable experience in project management, leadership, and virtual collaboration.*

	Core Values:
	Accountability: We take responsibility for our tasks and follow through on our commitments. **Teamwork:** We are stronger together. Teamwork means valuing collaboration over competition, listening to each other, sharing responsibilities, and supporting one another to achieve our common goal **Respect:** We listen actively, honor each other's time, and embrace diverse perspectives.

	• **Innovation**: We embrace creativity and forward-thinking in every part of our project. Innovation means we don't just do things the usual way; we look for better, smarter, unique, and more impactful solutions.
Internal Checks, Balances, and Reviews	• **Roles & Sub-Teams:** **Program & Content Strategist:** Responsible for designing the event's overarching structure and curating content that aligns with the experiential learning theme. This role includes developing the event agenda, session formats, identifying key topics, and collaborating with guest speakers, panelists, and moderators to ensure relevant and engaging programming. • **Marketing & Communications Manager:** Leads the planning and execution of the event's promotional strategy. This includes developing marketing campaigns, managing social media and email outreach, designing promotional assets, and tracking engagement metrics to ensure target registration and visibility goals are met. • **Technical & Platform Coordinator:** Handles the technical infrastructure and logistics for the virtual event. This includes selecting the platform, setting up sessions and access, supporting speakers during rehearsals, and providing real-time tech support during the event to ensure seamless delivery. • **Event Operations Manager:** Oversees the day-to-day planning, coordination, and execution of all event logistics. This role ensures the event schedule runs smoothly, that all team members meet deadlines, and that contingency plans are in place to manage disruptions.

- **Documentation & Reporting Lead:** Manages all written documentation related to the project, from planning to post-event reporting. This includes taking meeting notes, tracking decisions, compiling feedback, and preparing the final project report and internship presentation.

Check-Ins and Communication:
- **Full Team Check-Ins:** Weekly team meetings every Tuesday and Saturday at 8 pm IST via Google Meet to discuss progress, blockers, and next steps.
- **Daily Communication:** Ongoing communication via Teams for quick updates, support, and collaboration.
- **Sub-Team Syncs:** Sub-teams (e.g., Marketing, Logistics, Content) meet once a week to work through specific responsibilities.

Team Member Goals: Each team member will:

- Complete their assigned deliverables on time
- Attend at least 90% of team meetings
- Provide weekly updates to their sub-team lead
- Contribute to the final team presentation and individual reflection
- Demonstrate proactive communication and collaboration throughout the project

Meeting Topics Will Include:
- Weekly progress on milestones
- Issues or risks requiring team/sponsor attention
- Review of completed deliverables
- Feedback and reflections
- Plan for the upcoming week

	Accountability & Review Mechanisms
	Weekly Peer Check-ins: Members provide a quick status update and flag any blockers. **Progress Tracker – Google Sheet:** Tasks are assigned, tracked, and reviewed based on deadlines. **Accountability Buddy System:** Each member is paired with another to check in mid-week and keep each other on track. **Conflict Resolution Protocol:** Raise concerns respectfully within the team → If unresolved, escalate to the Project Manager → Team vote if necessary.

Operations:	Assignments: Reviewing the syllabus, creating the Project Plan, drafting the Project Report, and delivering the Final Project.
• **Assignments**	**Meetings:** The Team will meet every Tuesday at 8 pm (IST) via Google Meet. The Meeting with the sponsor will take place every Tuesday at 11 am via Skype.
• **Meetings**	**Communication Guidelines**: Team Lead will represent team to sponsor; everyone is expected to participate and contribute and maintain collaboration (cc'ing entire team on emails, for example); main channel of communication among team will be email; emails among team members will be responded to within 24 hours, emails between Team Lead and Sponsor will be responded to within 48 hours; listen and respect each other's ideas, encourage conciseness
• **Communication Guidelines**	
• **Status Updates**	**Status Updates:** The Team will provide a weekly status update to the client by Tuesday at 5 pm. Individual contributions are due by Tuesday at 9 am.
• **Deadlines**	**Deadlines:**

Team & Project Charter: Monday, 14 July 2025, 11:59 PM

Project Schedule: Monday, 21 July 2025, 11:59 PM

Risk Register: Monday, 28 July 2025, 11:59 PM |