

Team Charter
BUDT748 Fall 2024

PROJECT NAME	LAMP Asset Location Mapping (Trace3)
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Specify the official name of the project to be undertaken.

TEAM MEMBERS

List the names and roles of all team members.

ID	NAME	Contact Information (text,email..) // (Indicate preferred method)
1	Bhuvankrishna Kunnath Balakrishnan	Email and Group Text / bkunnath@umd.edu
2	Sumit Patel	Email and Group Text / sumitp15@umd.edu
3	Krithika Somasekhar	Email and Group Text / krithi58@umd.edu
4	Balaji Udayakumar	Email and Group Text / balaji@umd.edu
5	Jessica Choong	Email and Group Text / jchoong@umd.edu

Team Management

ROLES AND RESPONSIBILITIES		Who is responsible for what? How are responsibilities divided?
ROLE	ASSIGNED TO	RESPONSIBILITIES
Infrastructure	Bhuvankrishna Kunnath Balakrishnan	Overseeing technology infrastructure and integration.
Requirements	Sumit Patel	Gathering and documenting project requirements.
Interface Design	Krithika Somasekhar	Designing user interfaces and map integration features.
Data Management	Balaji Udayakumar	Managing data-related aspects and integration with asset locations.
Use-Cases	Jessica Choong	Defining and developing use cases for the project.

Meeting Guidelines

Establish rules for conducting team meetings.

ID	DESCRIPTION
1	Weekly Team Meeting: Weekly catch up after class Monday.
2	Meeting spans 45 minutes per session.
3	Have a meeting agenda or overview ready before the team meeting and share it with team members so that everyone has time to review ahead.
4	All the decisions made will be done when all the team members are present.
5	Sharing Minutes of Meetings post the weekly calls via emails to document the action plans discussed during the calls.

Decision-Making Process

Describe how decisions will be made within the team.

ID	DESCRIPTION
1	Brainstorming session with team members where everyone could share their thoughts and opinions openly.
2	Tracking tasks and updates regularly using Microsoft Planner
3	Decision made by consensus and key decisions will be taken with the client
4	Any changes to the project scope must be communicated to all members and stakeholders and agreed upon, at the earliest.
5	Designing Proof of Concepts (POCs) to test the prototypes required to build the end product.