

Experiential Project Team Charter Template

Team Members	Joseph Ebere (eberejosephm@gmail.com) Flourish Olaiya (flourisholaiya@gmail.com) Asania Chiloane (asaniachiloane1@gmail.com) Oluwayemi Ogundari (Oluwayemipeter@hotmail.com) Evans Karago (evansnjagi2000@gmail.com) Adebumiti Modupe (dupcy8694@gmail.com)
Team Lead	Flourish Olaiya (flourisholaiya@gmail.com)
Team Members Roles and Responsibilities	<p><i>Sponsor Company</i> – Excelerate</p> <p><i>Individual Company Contacts</i> – Client, Role(s) in Company</p> <p><i>Flourish Olaiya</i>- Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors.</p> <p><i>Modupe Adebumiti</i>- Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p><i>Joseph Ebere</i> - 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><i>Asania Chiloane</i> - 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><i>Mission: Our Mission includes;</i></p> <ol style="list-style-type: none"> 1.) <i>To create and execute tangible Project plans.</i> 2.) <i>To perform excellent data cleaning on Projects.</i> 3.) <i>To perform exploratory data analysis.</i> 4.) <i>To identify trends and patterns in data.</i> 5.) <i>To create reports and dashboards that are easily understandable by Technical and non-technical stakeholders.</i> 6.) <i>To procure actionable insights from raw and complex dataset.</i>

	<p><i>Vision Objectives:</i> We want to work in a collaborative environment for effective and efficient Data Analysis and Visualization to help companies make data-driven decisions.</p> <p><i>Core Values:</i> Integrity, Team work, Accountability, Discipline, Respect, Innovation</p>
Internal Checks, Balances, and Reviews	<p><i>The Project manager and Project Lead will be responsible for reviews, checks and balances regarding our projects and goals. Majorly, they will be scrutinizing the projects based on the following factors;</i></p> <ol style="list-style-type: none"> 1.) <i>Specific Goals</i> 2.) <i>Measurable Goals</i> 3.) <i>Achievable Goals</i> 4.) <i>Realistic Goals</i> 5.) <i>Time-based Goals</i>
Operations: <ul style="list-style-type: none"> ● Assignments ● Meetings ● Communication Guidelines ● Status Updates ● Deadlines 	<p><i>Assignments:</i> Reviewing the syllabus, creating the Project Plan, drafting the Project Report, delivering the Final Project.</p> <p><i>Meetings:</i> Team will meet once every Three days via Microsoft Teams. Meeting with Excelerate will take place every Wednesday at 11am via Google Meet.</p> <p><i>Communication Guidelines:</i> Team Lead will represent team to Excelerate; 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 Emails, Microsoft Teams and Whatsapp; Emails among team members will be responded to within 24 hours, emails between Team Lead and Excelerate will be responded to within 48 hours; listen and respect each other's ideas, encourage conciseness</p> <p><i>Status Updates:</i> Team will provide a weekly status update to client by Tuesday at 5pm. Individual contributions are due by Tuesday at 9am.</p> <p><i>Deadlines:</i> Project Draft is due July 8th. Final project is due by August 1st.</p>