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**Experiential Project Team Charter – Team Husky Trailblazers**

Chaitrali Patne, Malak Parmar, Yash Sodvadiya, and Yunjie Xiong

INT 6940 Experiential Network Project Sec 01 (CRN:70619)

College of Professional Studies

Prof. Yin Jiang

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| 1. **Team Member Information** | | | |
| **Name** | **Email Address** | **State** | **Phone** |
| Chaitrali Patne | patne.c@northeastern.edu | Boston (ETC) | +1 8573966402 |
| Malak Parmar |  | Boston (ETC) |  |
| Yash Sodvadiya |  | Boston (ETC) |  |
| Nisarg Mahendra Patel |  | Boston (ETC) |  |

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| 1. **Team Member Time Availability** | |
| **Name** | **Time Availability** |
| Chaitrali Patne | * Monday through Friday 10 AM to 6 PM |
| Malak Parmar |  |
| Yash Sodvadiya |  |
| Nisarg Mahendra Patel |  |

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| 1. **Communication Method** |
| To have smooth communication within team we will be using below tools,   * Microsoft Teams and Zoom for Scrum meetings. * WhatsApp to communicate and organize weekly meet ups. * Microsoft Office for sharing documents and collaborating. |

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| 1. **Team Member Strengths Inventory** | |
| **Name** | **Strengths Inventory** |
| Chaitrali Patne | Chaitrali is a master's student in Project Management at Northeastern University with over six years of experience in the IT industry, focusing on product and project management. She excels at driving product development and improving customer experiences. Chaitrali is passionate about building customer-centric products. Her expertise spans working with cross-functional global teams, managing projects under tight deadlines.  **Key Strengths**:   * Strong leadership in managing cross-functional teams. * Proficient in project management, Agile frameworks, and data analysis tools. * Experienced in organizing high-impact projects and coordinating teams. * Skilled in customer-centric problem-solving and innovation. * Able to deliver under tight deadlines while maintaining high-quality results. * Known for a continuous learning and growth mindset. |
| Malak Parmar | Key Strengths: |
| Yash Sodvadiya | Key Strengths: |
| Yunjie Xiong | Key Strengths: |

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| 1. **Conflict Management** |
| In our team, conflict is viewed as an opportunity for growth and learning. We recognize that diverse perspectives are key to innovation, and effective conflict management is essential to harnessing this diversity constructively. Our approach centers on fostering mutual respect, open communication, and collective problem-solving:   * **Normalize Conflicts**: We embrace the idea that conflicts are a natural part of teamwork. By normalizing conflicts, we encourage open conversations rather than avoidance, allowing issues to surface early. * **Open Communication**: Team members are encouraged to raise concerns without hesitation, knowing that differing viewpoints are valued and respected. * **Facilitated Discussions**: When conflicts arise, structured discussions will be facilitated, either by rotating team members or an external mediator if needed. This ensures all voices are heard and respected. * **Focus on Interests, Not Positions**: Rather than focusing on opposing stances, we will explore the underlying interests and motivations driving each side of the conflict, fostering a deeper understanding. * **Learning Mindset:** We approach every conflict as a learning opportunity. Mistakes and disagreements are viewed as catalysts for growth, with the aim of strengthening the team’s communication skills and cohesion over time. * **Creative Solutions**: Instead of seeking compromises, we strive for creative solutions that fully address the needs of all parties. This encourages innovation and allows us to move forward with stronger alignment. * **Prevention Through Clarity**: Clear team norms, expectations, and goals will be established from the outset to prevent misunderstandings and misalignment, reducing the likelihood of conflicts. * **Feedback-Driven**: Continuous improvement is key. We will solicit feedback on our conflict management processes to ensure that they evolve in ways that best support the team. * **Escalation Process**: In cases where a conflict cannot be resolved internally, a clear process for escalation to external parties or management will be followed. * **Learning from the Past**: Documenting key conflicts and their resolutions will allow us to reflect on past challenges and ensure we do not repeat the same mistakes. * **Shared Responsibility**: Conflict resolution is seen as a shared responsibility, with all team members playing an active role in fostering a respectful and supportive environment. |

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| 1. **Team Goals** |
| Our team is dedicated to achieving a set of clear and meaningful goals that will drive our collective success. These objectives not only serve as benchmarks for our project but also reflect our commitment to learning, collaboration, and growth throughout this course. By working together effectively, we aim to ensure that each team member gains the most from this experience.   * **Clear and Transparent Communication**: To minimize misunderstandings and foster strong collaboration, we will ensure that all team members communicate openly and transparently, using established channels and adhering to agreed-upon procedures. * **Timely Project Delivery**: To maintain reliability and meet expectations, we will complete all tasks and deliverables within designated timelines, while upholding ambitious standards of quality and ensuring alignment with project specifications. * **Collaborative Learning and Teamwork**: We are committed to creating a supportive environment where team members actively help one another, share knowledge, and work together toward common goals, fostering creativity and enhancing productivity. * **Excellence in Quality**: To build credibility and satisfy stakeholders, we will ensure that the quality of our work consistently meets or exceeds expectations, striving for excellence in every aspect of our deliverables. * **Accountability and Ownership**: Each team member will take full responsibility for their assigned tasks, contributing to a culture of reliability and mutual trust. We will hold each other to high performance standards and support one another in reaching our shared objectives. |

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| 1. **Decision Making Process** |
| * Identify the problem: Through effective communication, we will engage stakeholders to understand their concerns and viewpoints, allowing us to explore different perspectives. * Generate alternative solutions: Proposed solutions should improve project progress without causing major deviations. We will assess alternatives, prioritize the most beneficial, and incorporate the chosen solution into the project plan. * Collaborative decision-making: Team decisions will include input from all members to ensure a wide range of perspectives. * Expert decision authority: Team members with expertise in specific areas will be given the authority to make decisions within their specialties. * Voting mechanism: When consensus is difficult to achieve, decisions will be made through a majority vote. * Role of the team leader: The Project Manager will facilitate the decision-making process. If consensus cannot be reached, they will make the final decision. * Clear communication: Decisions will be communicated transparently, including the reasoning behind them, to ensure team understanding and alignment. |

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| 1. **Team Member Roles and Responsibility** | | |
| **Role** | **Team Member Name** | **Responsibility** |
| **Scrum Master** |  |  |
| **Developer** |  |  |
| **Developer** |  |  |
| **QA** |  |  |
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| 1. **Work Tracking Progress** |
| * **Milestones and Deadlines**: Set clear milestones and deadlines and use tools like Gantt charts or task management software to track progress. * **Communication Frequency**: Conduct regular updates, such as daily standups or weekly check-ins, to review completed tasks, upcoming work, and any issues. * **Responsibility and Accountability**: Ensure each team member knows which tasks they are responsible for and that they regularly update their progress. * **KPIs and Metrics**: Define key performance indicators like task completion rates and meeting deadlines to measure team performance. * **Progress Review and Adjustments**: Hold periodic reviews to assess progress and adjust timelines, workloads, or resources as needed. |

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| 1. **Team Performance Assessment** |
| We will assess our team's performance to enhance collaboration and achieve project objectives. Regular evaluations and open communication will guide our efforts for continuous improvement.   * **Performance Review:** We will assess our collaboration to achieve project objectives through meetings, peer assessments, and team feedback. * **Continuous Improvement:** During meetings, we will seek ways to improve and encourage open, respectful communication for everyone to share their opinions. * **Learning from Experience:** We will reflect on past projects, discussing successes, challenges, and lessons learned before starting new ones. * **Attendance:** All members must attend twice-weekly Zoom scrum meetings to discuss progress, address obstacles, and stay on track with goals. * **Engagement & Participation:** Weekly evaluations will ensure active engagement and participation from every team member. * **Task Completion:** Each member is responsible for the timely completion of assigned tasks, and performance will be assessed based on individual contributions. * **Workload Distribution:** Tasks will be distributed evenly, and individual performance will be reviewed to ensure balanced contribution and successful task execution. |

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| 1. **Ground Rules** |
| * Each team member should be accountable for their individual work, their goals, and their own. * The person bears the responsibility for exercising necessary diligence after the tasks are assigned. He or she should ask for assistance from the team if that isn't feasible. * Consensus-building decision-making will be the goal. * Set clear guidelines for the frequency, length, and goal of team meetings, and make sure that output is maximized. * Find out how the team will record and communicate information and choices. * It is expected of every team member to communicate with professionalism and courtesy in every exchange. As English is the common language used by all team members, team talks must only be conducted in this language to prevent misunderstandings. |

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| 1. **Team Norms** |
| To ensure smooth collaboration and mutual respect, our team has established the following norms that will guide our interactions and decision-making processes:   * **Communication:** We maintain open, respectful communication and aim to respond to messages within 24 hours on working days. * **Accountability:** Every team member is responsible for completing their tasks on time. Delays will be communicated promptly, and help will be requested if needed. * **Meeting Etiquette:** Meetings will start/end on time with a shared agenda. Everyone will come prepared, and meetings will focus on key topics. Action items will be documented. * **Decision-Making:** We strive for consensus but will use majority votes if necessary. Once a decision is made, all team members will support it. * **Conflict Resolution:** Conflicts will be addressed quickly and respectfully, focusing on solutions. External mediation will be used if needed. * **Respect & Inclusivity:** We foster an inclusive, respectful environment where all contributions are valued, and successes are celebrated. * **Adaptability:** The team will remain flexible and adaptable, encouraging creativity and innovation when challenges arise. |

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| 1. **Signature** | |
| **Name** | **Signature** |
| Chaitrali Patne | *Chaitrali Patne* |
| Malak Parmar |  |
| Yash Sodvadiya |  |
| Yunjie Xiong |  |