**Team Charter**

**Date: 09.01.2022 Charter Version: 0.01**

**Team: IGP – Project Team 3**

**A SELF ORGANISED TEAM**

**Members (Name and Areas)**

Parashkumar Shah - Product owner, Business intelligence and Visualization

Ehoussoud Ehouabolet - Analyst, Scrum Master

Mojgan Sami - Data Engineer

Rushikesh Mane - Quality controller and Machine learning

Thiri Aung - Organizer, Technical expert

**Meeting Roles and Responsibilities**

Parashkumar Shah - Convener (calls meetings and establishes the agenda)

Ehoussoud Ehouabolet - Facilitator (Encourages participation)

Mojgan Sami - Methodologist (Designs Meeting structure)

Rushikesh Mane - Documenter (Keeps minutes and updated records of discussions)

Thiri Aung - Coordinator (Facilitates and organizes meetings)

**Purpose (Why has this team convened? What is your objective?)**

**Identify and device a money management solution for Businessmen facing losses and employees facing reduced pay during Pandemic and other drivers.**

**Conditions of Satisfaction**

1.) Meeting the deadlines

- Submitting team charter by 11.01.2022

- Draft and present the project proposal by 18.01.2022

- Undergoing thorough analysis of available data sets and providing

data driven solution model within the time frame of 3 months of the start of the project.

2.) Delivering the best result using skill sets of each team member’s specializations.

**Commitments (What commitments are you making to each other?)**

* Active participation of all team members in all team meetings with thorough preparation.
* Taking responsibility for self-role and contributing maximum for the team benefit and best output.
* Treat and respect all team members equally and support each other to enhance their skill set and learn.

**Decision-Making (How will you make decisions?)**

* We have a team of 5 members specializing in versatile domains. Decision for that domain will be made by a particular team member.
* In any tough decisions we will use a voting system, where we would go ahead with 3 votes favoring.

**Conflict (What will you do when conflict arises?)**

* We have ensured and structured our team in such a way that people respect others. Still if any conflicts arise, we shall remind ourselves that conflicts can be constructive and there can be positive outcomes out of those.
* Our senior most team member Mr. Ehoussoud with highest experience and maturity is capable of handling and conflict with utmost ease and dignity. Thus, he will be acting as a mediator.

**Name and Preferred Contact Info**

* MS teams for online meetings
* UWE Blackboard for sharing Files, Documents or meeting minutes.
* UWE Email addresses:

Parashkumar Shah : [parashkumar2.shah@live.uwe.ac.uk](mailto:parashkumar2.shah@live.uwe.ac.uk)

Ehoussoud Ehouabolet : ehoussoud2.ehouabolet@live.uwe.ac.uk

Mojy Sami : mojgan2.sami@live.uwe.ac.uk

Rushikesh Mane : rushikesh2.mane@live.uwe.ac.uk

Thiri Aung : thiri3.aung@live.uwe.ac.uk

**General Ground Rules (specifics about how and how often/when you will contact each other)**

* Reply messages within 12 hours
* Pick calls whenever possible
* No texting after 9 PM
* Do not reply-all on emails unless necessary
* For any urgency at any time please call Parashkumar.