



# **Northeastern University**

## **Capstone – Team Charter**

### **Team Project Pilots**

Soumyadeep Dubey, Sharanya Manchepally, Sneha Singh, Vismitha Vangapally,  
Akrati Tripathi, Deepthi Sri Veggalam

College of Professional Studies

PJM6910 80176 Capstone

Professor Mimi Y. Wan


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## Team Charter



### Purpose of the team

The purpose of this team is to collaboratively plan, manage, and execute a Capstone project for The Knots Studio as part of the course requirements for PJM6910 80176 – Capstone in Project Management at Northeastern University. The team aims to apply project management principles, tools, and methodologies to deliver a comprehensive, real-world solution that meets the client's expectations while aligning with academic objectives.

### Team Background

<div>Soumyadeep Dubey</div> <div></div>	<p>Hi, I'm Soumyadeep Dubey, a Master's student in Project Management at Northeastern University, specializing in Agile methodologies. I recently completed a Continuous Improvement Co-op at Entegris, where I led Lean and safety initiatives that improved process efficiency and team performance.</p> <p>With a background in mechanical engineering and experience in manufacturing, packaging, and semiconductors, I bring a strong mix of technical skills and project leadership. I'm passionate about using agile practices, data-driven insights, and cross-functional collaboration to drive results.</p>
<div>Sharanya Manchepally</div>	<p>Hi, I am Sharanya and hold a bachelor's degree in Industrial Engineering and have over five years of experience from Amazon,</p>

	<p>where I specialized in stakeholder management, vendor and brand relations, strategic planning, and operational optimization. My expertise lies in driving cross-functional initiatives, streamlining processes, and leading teams toward impactful outcomes. Outside of work, I enjoy experimenting in the kitchen, passionate about exploring new places and has recently developed an interest in pickleball.</p>
<p>Sneha Singh</p> 	<p>Hi, I'm Sneha, Project Manager who brings heart to every timeline and task. With a background in event planning (yes, over 1000 events!) and a passion for turning complex projects into smooth deliveries, I specialize in leading Agile, Scrum, and Waterfall workflows with tools like Jira, MS Project, and a love for collaboration. I believe great projects don't just hit deadlines, they connect people, spark ideas, and deliver real value.</p>
<p>Vismitha Vangapally</p> 	<p>I'm Vismitha Vangapally, a Project Management professional with a Bachelor's in Information Technology, currently pursuing my Master's in Project Management. I bring a strong mix of technical expertise and strategic coordination, with hands-on experience in Agile, stakeholder communication, and project execution.</p> <p>As a CSM-certified Project Management Intern at Intone Networks, I support scheduling, risk management, and cross-team collaboration.</p>

	<p>Previously, I led outreach efforts as a Publicity Board Member at SNIST's Start Club, managing promotions and event planning.</p> <p>I'm highly adaptable, organized, and driven by continuous improvement and clear communication.</p>
<p>Akrati Tripathi</p> 	<p>Hi, I'm Akrati Tripathi — a biotechnology enthusiast turned project management professional with a passion for solving real-world problems. My background blends scientific curiosity with strategic thinking, allowing me to approach challenges with both precision and creativity. I thrive in collaborative environments, love building purposeful solutions, and bring positive energy and adaptability to every project I'm a part of.</p>
<p>Deepthi Sri Veggalam</p> 	<p>I am Deepthi Sri Veggalam, a graduate student pursuing a Master's in Project Management with a concentration in Construction Management at Northeastern University. With a professional background as an Architectural Project Manager, I bring hands-on experience in end-to-end project execution, cross-functional coordination, and stakeholder communication. My work has spanned commercial, residential, and infrastructure projects, with a strong focus on delivering quality outcomes within tight timelines and budgets. I am skilled in Agile methodologies and proficient in tools like MS Project, Primavera P6,</p>

	<p>and BIM 360, with certifications in construction scheduling, estimating, and Lean Six Sigma.</p> <p>Outside my professional profile, I'm a passionate artist and a music-driven individual who finds creativity and inspiration through painting and rhythm fueling both my personal well-being and innovative thinking in project environments.</p>
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## Contact Information

Name	Cellphone No.	Email	State
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Deepthi Sri Veggalam	+1 857 506 4883	<a href="mailto:Veggalam.d@northeastern.edu">Veggalam.d@northeastern.edu</a>	Boston (EST)

## Member Roles and Responsibilities

**1. Scrum Master:** The Project Manager (PM) oversees the entire project, ensuring it stays on track, meets deadlines, and aligns with objectives. They act as the main point of contact between the team, stakeholders, and instructors.

**2. Developer Team:** Developer Team members contribute expertise to execute tasks, develop solutions, and deliver the project's core deliverables. Roles may vary (e.g., developers, designers, testers) based on project needs.

## Team Roles and Rotation Schedule

Roles	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Scrum Master	Soumyadeep	Sharanya	Sneha	Akrati	Vismitha	Deepthi Sri
Developer Team	Sneha, Vismitha, Akrati, Deepthi Sharanya	Vismitha, Akrati, Deepthi, Soumyadeep Sneha	Akrati , Deepthi, Sharanya, Soumyadeep Vismitha	Deepthi, Sharanya, Sneha, Soumyadeep Akrati	Sharanya, Sneha, Vishmitha, Soumyadeep Deepthi	Sharanya, Sneha, Vismitha, Akrati Soumyadeep

## **Methods of Communication and Times**

All project-related meetings and official documentation will use English as the standard language.

### **1. Communication Platforms**

- Formal correspondence: Email for official communication.
- Instant collaboration: A dedicated WhatsApp group for quick updates and teamwork.
- Virtual meetings: Teams for video conferences and remote discussions.
- File sharing & discussions: Microsoft Teams for centralized document management and project conversations.

### **2. Effective Communication Practices**

- Active engagement: Team members will practice attentive listening to ensure clarity.
- Scheduled check-ins: Frequent team meetings to share progress and address concerns.
- Precision in messaging: Messages will be kept brief and unambiguous to prevent confusion.
- Visual support: Diagrams, flowcharts, and other visuals will be used to enhance understanding.
- Timely responses: Team members are expected to respond to messages as soon as possible. Some flexibility is allowed, but everyone must be especially responsive 1–2 days before submission deadlines to ensure smooth final coordination.

## Team Meeting Schedule

Day	Mode	Details
Monday	Online	Virtual team meeting
Wednesday	In-Class	Face-to-face discussion
Saturday	WhatsApp	Quick updates & check-ins

## Client Meeting Schedule

Day	Mode	Details
Thursday	Online	Weekly check-in or update

## Basic Team Ground Rules

### 1. Attendance & Contribution

- Attendance at weekly meetings is mandatory unless excused in advance.



- Every team member must actively contribute to assigned tasks before the due date.
- If a member fails to contribute:
  - First instance: Friendly reminder and offer of help.
  - Second instance: Group discussion to identify the issue.
  - Third instance: Escalation to instructor for resolution or potential reassignment of work.

## 2. Conflict Management and Resolution

- Open communication and respect are critical. Conflicts will be addressed during team meetings or privately between involved parties first.
- If unresolved, the Project Manager will mediate.
- As a last resort, the academic professor will be consulted.

## 3. Submission Guidelines

- Drafts are due 48 hours before the final deadline for review.
- All final work must be submitted to the designated shared folder (Google Drive/Teams) 4 hours before the official submission deadline.
- The Project Manager or a rotating member will be responsible for the final submission.

## 4. Non-Contribution Protocol

- Non-contributing members will be:
  - Notified and supported through check-ins.
  - Assigned simpler or more manageable tasks if struggling.
  - Referred to the instructor if there is consistent non-performance despite support.
- The team prioritizes transparency, accountability, and collaboration.

## **Decision-Making Process**

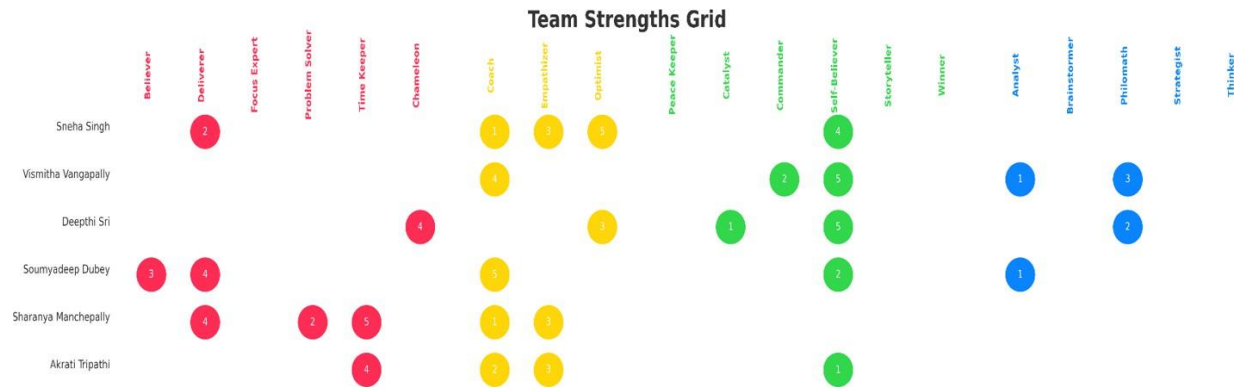
1. The team will use consensus-based decision-making for major issues and project deliverables.
2. For time-sensitive or minor decisions, the Project Manager or designated lead will make the call after brief consultation with team members.

## **Team Strength Grid Insights**

After reviewing the Team Strength Grid, it is clear that certain strengths stand out as outliers within our group. In particular, Coach and Self-Believer are notably strong traits among a few members, reflecting high levels of leadership, supportiveness, and self-confidence. These qualities have positively influenced team morale and individual accountability during the early stages of our project.

Beyond these outliers, the team shows solid capabilities in areas such as Time Keeper, Analyst, and Deliverer. These strengths suggest that we are effective at managing time, analyzing situations logically, and ensuring that tasks are completed efficiently. These traits have been instrumental in keeping our workflow structured and focused.

However, the grid also highlights areas where our team lacks strength. Traits such as Focus Expert, Problem Solver, Storyteller, Winner, Brainstormer, Strategist, and Thinker are less represented. This points to a need for more innovation, big-picture thinking, creative communication, and problem-solving abilities. Recognizing these gaps allows us to be more intentional about how we collaborate, possibly assigning roles or tasks that help balance these weaknesses as we move forward in the project.



## Signatures

We, the undersigned, agree to uphold the responsibilities and communication standards outlined in this team charter. We commit to mutual respect, timely collaboration, and accountability to ensure the successful completion of our project.

Team Member Names	Signatures
Soumyadeep Dubey	<i>Soumyadeep Dubey</i>
Sharanya Manchepally	<i>Sharanya Manchepally</i>
Sneha Singh	<i>Sneha Singh</i>
Vismitha Vangapally	<i>Vismitha Vangapally</i>
Akrati Tripathi	<i>Akrati Tripathi</i>
Deepthi Sri Veggalam	<i>Deepthi Sri Veggalam</i>