

## AI Data Powered Analysis Early Internship

### Sub-Group 7 Team Charter

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| <b>Team Members</b>                            | <p><b>Active Members:</b><br/>Sumaiya Tasnim (<a href="mailto:sumaiyaa.tasnim.18@gmail.com">sumaiyaa.tasnim.18@gmail.com</a>)<br/>Saniya Dantal (<a href="mailto:dantalsb04@gmail.com">dantalsb04@gmail.com</a>)<br/>Zaheer 123 (<a href="mailto:mianzaheer4195@gmail.com">mianzaheer4195@gmail.com</a>)<br/>Devadharshini T (<a href="mailto:dharshinideva83@gmail.com">dharshinideva83@gmail.com</a>)<br/>Peter Macharia (<a href="mailto:mpeter778@gmail.com">mpeter778@gmail.com</a>)<br/>Bokka Hamsini (<a href="mailto:bokkahamsini@gmail.com">bokkahamsini@gmail.com</a>)</p> <p><b>Inactive Members:</b><br/>Rushita Singh (<a href="mailto:rushitasingh28@gmail.com">rushitasingh28@gmail.com</a>)<br/>Pilla Harshitha (<a href="mailto:harshithadevapilla000@gmail.com">harshithadevapilla000@gmail.com</a>)<br/>Arshdeep (<a href="mailto:bediarsh26@gmail.com">bediarsh26@gmail.com</a>)</p>   |
| <b>Team Lead</b>                               | <p><b>Sumaiya Tasnim</b> (<a href="mailto:sumaiyaa.tasnim.18@gmail.com">sumaiyaa.tasnim.18@gmail.com</a>)</p>  |
| <b>Team Members Roles and Responsibilities</b> | <p>Team Members Roles and Responsibilities:</p> <p><b>Sumaiya Tasnim</b> (<a href="mailto:sumaiyaa.tasnim.18@gmail.com">sumaiyaa.tasnim.18@gmail.com</a>) - <b>Team Lead</b>, represents team to sponsor, via email and on calls, to minimize communication errors.</p> <p><b>Zaheer 123</b> (<a href="mailto:mianzaheer4195@gmail.com">mianzaheer4195@gmail.com</a>) - <b>Project Manager</b>, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p><b>Saniya Dantal</b> (<a href="mailto:dantalsb04@gmail.com">dantalsb04@gmail.com</a>) - <b>Project Scribe</b>, responsible to taking meeting minutes and distributing notes/assignments. Can assist Team Lead in drafting emails and communication between sponsor and group.</p> <p><b>Devadharshini T</b> (<a href="mailto:dharshinideva83@gmail.com">dharshinideva83@gmail.com</a>)- <b>Project Lead</b>, responsible for holding the group accountable for meeting deadlines and ensures that the project deliverables are being met.</p> |

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| <b>Mission, Vision Objectives &amp; Core Values</b> | <p><i>Mission (clear and concise language, providing actionable words that the group can stand for and accomplish): To fulfil the needs of our sponsor through a project plan to create a structured dashboard and a detailed presentation that showcases key insights and recommendations.</i></p> <p><i>Vision Objectives (what does success look like?): We plan to work in a collaborative team dynamic that sets expectations and deadlines, but also supports team members who need extra assistance. We work in a focused manner to have the completed deliverables before the deadline.</i></p>   |
|   | <p><b>Core Values:</b> Integrity, Accountability, Discipline, Respect, Innovation</p>   |
| <b>Internal Checks, Balances, and Reviews</b>       | <ul style="list-style-type: none"> <li>● Team check-ins will occur daily or every 2 days unless cancelled in agreement with all team members.</li> <li>● The tasks leading up to the final deliverable submission will be split between team members in an even manner.</li> <li>● Team members are expected to help others with their work to ensure the completion and growth of other members.</li> <li>● Daily or alternate-day check-in meetings will be used to ensure all team members are on track and ensure all doubts are getting clarified.</li> <li>● Team lead and Project manager are responsible for leading meetings unless they are unable to attend and must notify so and delegate their responsibilities to someone else.</li> <li>● Then, team members will work to set an agenda for the next meeting and the appropriate task deadlines.</li> <li>● Project Scribe will keep a record of group discussions, everyone's tasks, and inactive members. They will provide the documentation after the meeting in Google Chat.</li> <li>● The team will have a final review of each team member's contributions to reduce errors, and they will collaboratively create the final submission for the week.</li> </ul> |

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| <p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• <b>Assignments</b></li> <li>• <b>Meetings</b></li> <li>• <b>Communication Guidelines</b></li> <li>• <b>Status Updates</b></li> <li>• <b>Deadlines</b></li> </ul> | <p><b>Assignments:</b> Reviewing the deliverables, creating the Project Plan, drafting the Project Report &amp; necessary materials, and delivering the Final Project.</p> <p><b>Meetings:</b> The Team will meet every Monday at 10:30 pm IST via Google Chat. Subsequent meetings will be planned during the prior call.</p> <p><b>Communication Guidelines:</b> Team Lead will represent team to sponsor; 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 email; emails among team members will be responded to within 24 hours, emails between Team Lead and Sponsor will be responded to within 48 hours; listen and respect each other's ideas, encourage conciseness</p> <p><b>Status Updates:</b> Team will provide a weekly status update to client by Tuesday at 5pm. Individual contributions are due by Tuesday at 9am.</p> <p><b>Deadlines:</b> Project Draft is due October 10<sup>th</sup> 2025. Final project is due by October 13<sup>th</sup> 2025.</p> |
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