B2B Sales & Growth Remote Internship - Excelerate

Sub-Group 3 Team Charter

Team Members	**Active Members:** Sumaiya Tasnim (sumaiyaa.tasnim.18@gmail.com) Doris Ibeh (ibehchinelo1994@gmail.com) Neha Kanake (nehakanake07@gmail.com) Subasana Mahanta (subashanamahanta@gmail.com)
Team Lead	Sumaiya Tasnim (sumaiyaa.tasnim.18@gmail.com)
Department Head Associate	Sagarika Dhang (sagarika@vempower.org)
Associates	Joshua Mudana (joshua@vempower.org) Khushi capoor (khusicapoor@vempower.org)
Team Members Roles and Responsibilities	Team Members Roles and Responsibilities: Sumaiya Tasnim (sumaiyaa.tasnim.18@gmail.com) - **Team Lead**, represents team to sponsor, via email and on calls, to minimize communication errors. Neha Kanake (nehakanake07@gmail.com) - **Project Manager**, provides guidance and draws out insight from other team members, ensures that the project execution remains on track. Subasana Mahanta (subashanamahanta@gmail.com) - **Project Scribe**, responsible to taking meeting minutes and distributing

	notes/assignments. Can assist Team Lead in drafting emails and communication between sponsor and group. Doris Ibeh (ibehchinelo1994@gmail.com) - **Project Lead**, responsible for holding the group accountable for meeting deadlines and ensures that the project deliverables are being met.
Mission, Vision Objectives & Core Values	**Mission:** To streamline business onboarding, ensure data integrity, and drive user engagement through collaboration, accountability, and operational excellence. Our team aims to contribute meaningful insights that enhance Pepagora's platform sales and growth standards. **Vision:** To become a trusted, high-impact team that streamlines business onboarding, maintains strong data integrity, and elevates user engagement—directly driving Pepagora's sales performance and sustainable platform growth. **Core Values***:* **Integrity** – We uphold transparency and accuracy in every task and report. **Accountability** – We take ownership of our responsibilities and deliver on time. **Collaboration** – We support one another through clear communication and teamwork. **Excellence** – We aim for continuous improvement and high-quality results. **Responsiveness** – We stay proactive and ensure timely communication across all channels. **Growth Mindset** – We view every challenge as a learning opportunity to refine our skills and strengthen our impact.

Internal Checks, Balances, and Reviews	● Team check-ins will occur daily or every 2 days unless cancelled in agreement with all team members. ● The tasks leading up to the final deliverable submission will be split between team members in an even manner. ● Team members are expected to help others with their work to ensure the completion and growth of other members. ● Daily or alternate-day check-in meetings will be used to ensure all team members or on track and ensure all doubts are getting clarified. ● 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. ● Then, team members will work to set an agenda for the next meeting and the appropriate task deadlines. ● 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. ● 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.
Operations: ● **Assignments** ● **Meetings** ● **Communication Guidelines** ● **Status Updates** ● **Deadlines**	**Assignments:** Tasks are distributed to members present during meetings. Absent members can be assigned tasks if they respond within 24 hours. Everyone should check the **Task Tab** regularly for updates and assigned roles. Must acknowledge assigned tasks promptly and meet deliverables. **Meetings:** Regular meetings **every Wednesdays** are required for alignment and updates. First absence is excused; consistent attendance afterward is expected.

	Must attend all remaining meetings and actively participate.

Communication Guidelines: Open, respectful, and consistent communication across channels. Reply within **24 hours** and check group chats **every hour** for updates. Stay responsive and maintain professionalism in all group communications.

Status Updates: Progress must be visible and shared for transparency. Members provide regular updates in the **chat or task tracker**. Non-reporting may affect task reassignment or accountability evaluation.

Deadlines: All deliverables must meet agreed timelines. Weekly deliverable deadline is on every **Saturday at 11:00 PM IST**. Submit outputs on or before the set deadline. Late submissions require valid reasons. |