

**Business Operations & Compliance Remote Internship**  
**Sub-Group 5 Team Charter**

<b>Team Members</b>	<p><b>Active Members:</b></p> <p>Kit Arceno (<a href="mailto:arcenokit@gmail.com">arcenokit@gmail.com</a>)  Sumaiya Tasnim (<a href="mailto:sumaiyaa.tasnim.18@gmail.com">sumaiyaa.tasnim.18@gmail.com</a>)  Md Anisur Rahman (<a href="mailto:md.anisur7.rahman7@gmail.com">md.anisur7.rahman7@gmail.com</a>)  Patricia Wanjiku (<a href="mailto:patriciawnjk@gmail.com">patriciawnjk@gmail.com</a>)  Mathew Moya (<a href="mailto:mathewmoya6@gmail.com">mathewmoya6@gmail.com</a>)  Usman Sherif (<a href="mailto:sdusman2023@gmail.com">sdusman2023@gmail.com</a>)  James Blessing (<a href="mailto:jamesblessing.ikj@gmail.com">jamesblessing.ikj@gmail.com</a>)  Yash (<a href="mailto:y9465844@gmail.com">y9465844@gmail.com</a>)  Ansif Tadesse (<a href="mailto:ansif.tadesse2@gmail.com">ansif.tadesse2@gmail.com</a>)  Kamrul Hasan Ujjal (<a href="mailto:kamrul.hasan82747@gmail.com">kamrul.hasan82747@gmail.com</a>)</p>
<b>Team Lead</b>	<p><b>Kit Arceno</b> (<a href="mailto:arcenokit@gmail.com">arcenokit@gmail.com</a>)</p>
<b>Team Members Roles and Responsibilities</b>	<p>Team Members Roles and Responsibilities:</p> <p><b>Kit Arceno</b> (<a href="mailto:arcenokit@gmail.com">arcenokit@gmail.com</a>) - <b>Team Lead</b>, represents team to sponsor, via email and on calls, to minimize communication errors.</p> <p><b>Sumaiya Tasnim</b> (<a href="mailto:sumaiyaa.tasnim.18@gmail.com">sumaiyaa.tasnim.18@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>Md Anisur Rahman</b> (<a href="mailto:md.anisur7.rahman7@gmail.com">md.anisur7.rahman7@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>Ansif Tadasse</b> (<a href="mailto:ansit.tadasse2@gmail.com">ansit.tadasse2@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> <p><b>Patricia Wanjiku</b> (<a href="mailto:patriciawnjk@gmail.com">patriciawnjk@gmail.com</a>) - <b>Operations and Compliance Manager</b>, ensures efficient business operations while ensuring adherence to laws, regulations, and internal policies.</p> <p><b>Usman Sherif</b> (<a href="mailto:sdusman2023@gmail.com">sdusman2023@gmail.com</a>) - <b>Compliance Analyst</b>, monitors and evaluates company practices to ensure adherence to regulatory standards, laws, and internal policies.</p>

	<p><b>Mathew Moya</b> (<a href="mailto:mathewmoya6@gmail.com">mathewmoya6@gmail.com</a>)  - <b>Risk Manager</b>, identifies, assesses, and mitigates potential risks that could impact an organization's operations, finances, or reputation.</p>
<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):</i> <b>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.</b></p> <p><i>Vision Objectives (what does success look like?):</i>  <b>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.</b></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</li> </ul>

	<p>member's contributions to reduce errors, and they will collaboratively create the final submission for the week.</p>
<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 7:30 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 and Individual contributions are due on a certain scheduled day at 11pm.</p> <p><b>Deadlines:</b> Project Draft is due November 21<sup>th</sup> 2025. Final project is due by November 24<sup>th</sup> 2025.</p>