

Business Operations & Compliance Remote Internship

Sub-Group 5 Team Charter

Team Members	<p>Active Members:</p> <p>Kit Arceno (arcenokit@gmail.com) Sumaiya Tasnim (sumaiyaa.tasnim.18@gmail.com) Md Anisur Rahman (md.anisur7.rahman7@gmail.com) Patricia Wanjiku (patriciawnjk@gmail.com) Mathew Moya (mathewmoya6@gmail.com) Usman Sherif (sdusman2023@gmail.com) James Blessing (jamesblessing.ikj@gmail.com) Yash (y9465844@gmail.com) Ansif Tadesse (ansif.tadesse2@gmail.com) Kamrul Hasan Ujjal (kamrul.hasan82747@gmail.com)</p>
Team Lead	Kit Arceno (arcenokit@gmail.com)
Team Members Roles and Responsibilities	<p>Team Members Roles and Responsibilities:</p> <p>Kit Arceno (arcenokit@gmail.com) - Team Lead, represents team to sponsor, via email and on calls, to minimize communication errors.</p> <p>Sumaiya Tasnim (sumaiyaa.tasnim.18@gmail.com) - Project Manager, provides guidance and draws out insight from other team members, ensures that the project execution remains on track.</p> <p>Md Anisur Rahman (md.anisur7.rahman7@gmail.com) - Project Scribe, responsible for taking meeting minutes and distributing notes/assignments. Can assist Team Lead in drafting emails and communication between sponsor and group.</p> <p>? - Project Lead, responsible for holding the group accountable for meeting deadlines and ensures that the project deliverables are being met.</p> <p>Patricia Wanjiku (patriciawnjk@gmail.com) - Operations and Compliance Manager, ensures efficient business operations while ensuring adherence to laws, regulations, and internal policies.</p> <p>Usman Sherif (sdusman2023@gmail.com) - Compliance Analyst, monitors and evaluates company practices to ensure adherence to regulatory standards, laws, and internal policies.</p>

	<p>Mathew Moya (mathewmoya6@gmail.com)</p> <p>- Risk Manager, identifies, assesses, and mitigates potential risks that could impact an organization's operations, finances, or reputation.</p>
Mission, Vision Objectives & Core Values	<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>Core Values: Integrity, Accountability, Discipline, Respect, Innovation</p>
Internal Checks, Balances, and Reviews	<ul style="list-style-type: none"> ● 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 are 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.
<p>Operations:</p> <ul style="list-style-type: none"> • Assignments • Meetings • Communication Guidelines • Status Updates • Deadlines 	<p>Assignments: Reviewing the deliverables, creating the Project Plan, drafting the Project Report & necessary materials, and delivering the Final Project.</p> <p>Meetings: 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>Communication Guidelines: 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>Status Updates: Team will provide a weekly status update to client and Individual contributions are due on a certain scheduled day at 11pm.</p> <p>Deadlines: Project Draft is due November 21th 2025. Final project is due by November 24th 2025.</p>