**Project managment**

**Team charter:**

1. **Values:**

* Satisfying the customer.
* Updating the sponsor weekly.
* Team transparency.
* Supportive attitude.

1. **Communication guidelines:**

* Tasks are received via formal mail for documentation.
* Follow ups are held through face-to-face meetings (zoom is acceptable).
* Work calls or requests within working hours only.
* Communication between the team should be casual within the respected limits.

1. **Fun events:**

* Food orders every Thursday.
* Paddle matches every Wednesday after working hours.
* Team outing after iteration submissions.

1. **Norms:**

* Working 8 hours per day flexible hours.
* Everyone one must be online from 10am to 3pm.
* Working 2 days from the office and 3 days from home.

1. **Meeting guidelines:**

* All task updates should be brought up in the meeting.
* Only the person holding the ball should speak.
* Meetings should take a maximum time of 1 hour.

1. **Decision making process:**

* All ideas are stated and fully discussed.
* Voting between team members for the decision.

1. **Conflict resolution process:**

* Members should discus what the cause of the conflict is and how to solve it.
* Team leader interferes only if the team members couldn’t solve the conflict on their own.