

Team Charter

1.	Team Members	List of all team members and a couple of words of insight about each of them.
2.	Values	<ul style="list-style-type: none">• Complete Transparency.• Pushing each other to succeed.• Constructive criticism.
3.	Communication Guidelines	<ul style="list-style-type: none">• Efficient meetings.• Do not be afraid to speak up.• Always address concerns.• Maintain a high level of camaraderie.
4.	Norms	<ul style="list-style-type: none">• Always be on time.• Team growth as a group and as individuals.• Avoid office politics• Do not complain without offering solutions
5.	Decision-making process	<ul style="list-style-type: none">• Team decisions are reached by consensus.• Everyone has an equal stake in group decisions.
6.	Conflict resolution process	<ul style="list-style-type: none">• Do not get sidetracked by minor differences of opinion• Separate the “people” from the “problem”• Focus on interests, not positions
7.	Fun events	<ul style="list-style-type: none">• Monthly outings for all team members in an open space.• Short weekly non-work-related meetings.• Celebrate project milestones

To create the team charter, the PM should:

- Transparently discuss working policy, communication methods and fun activities/hobbies with team members and agree on guidelines to create a first draft for the team charter.
- Communicate with Manager and Sponsor in order to run the team charter by them and to discuss suitable budgets for different team activities
- Finalize the team charter according to the first draft written with the team, the company policy and discussed budget.