Team charter

* Values:

External values:

1. Delivery on time (we should make a good time estimation)
2. Communicate with stakeholders as soon as possible and respectfully.
3. Be original (do not copy blocks of code).

Internal values:

1. Respect each other (no one has the right to speak rudely).
2. Criticize respectably and in a positive way.
3. Comments or reviews must be constructive.
4. Be honest and clear about your status.
5. Respect each other’s time.

* Communication guidelines:

1. Communication between the team via Microsoft Team.
2. Response to messages is mandatory during working hours only.

* Fun events:

1. After reaching a milestone, the team can have a day off.

-    Norms:

1. Setting a deadline before 1 working day at least
2. Meeting at the end of the week to discuss the team state
3. Use formal e-mails with stakeholder

Meeting guidelines:

1. Internal meetings are preferred to be after 12 pm to keep the team focused on the beginning of the day.
2. Meeting duration must not exceed 4 hours.
3. Meetings must be scheduled in the team calendar at least 4 hours before their scheduled time.
4. small meetings can be at any time if it does not distract the team or affect their schedules.

* Decision-making process:

1. Project managers have 25% of the votes.
2. The directly responsible member has 25% of the votes.
3. The rest of the team has 50% of the votes.
4. The decision with the most votes and exceeds 50 % will be selected.
5. Daily small decisions are taken by the directly responsible member; there is no need to vote.

* Conflict resolution process:

1. Reporting a problem to the manager must be done within 8 hours of the conflict.
2. It’s preferable to discuss the problem together first before any escalation.

# Activities to reach this team's charter:

PM Chooses the team members with the management team.

PM will write the team charter.

The first team meeting will discuss the charter and let the team update it if they want.