**Team Charter**

**Values:**

**Customer Satisfaction** 🡺 ”Respect his time and mind”

**Respect every one effort** 🡺 “We are a team”

**Communication guidelines:**

**Email**🡺 is the official medium

**Slack 🡺** to monitor the progress and share updates and daily meetings

**WhatsApp** 🡺 **Not Allowed “We Are All have a private life”**

**“We encourage the cross-department communications**

**You don’t have to wait for me to discuss a global problem**

**I know you are all can do it together “**

**Meetings Guidelines:**

**Slack 🡺** daily meetings

Zoom 🡺 for the weekly meetings

* You will be notified of the important meetings 2 days before.
* Be ready and active for every meeting

Prepare very well for the purpose and the content

**Decision-making process:**

Debating “The last man standing” 🡺 everyone has the right to vote for his opinion and suggestion with evidence and plan.

The project manager will discuss every proposal and decide which is the better in the end

**Conflicts:**

We have to be flexible with the customers, suppliers, and with each other on the team

But in case of any conflict, this has to be reported immediately to the management

**Steps to create it:**

Every procedure is to ensure productivity and the health of the working environment and make it a life/work balance as well