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| **Team Name** | **Project Manager** |
| Team 6 | Eng. Yehia |
| **Project Name** | **Duration** |
| MASROFI – Mob. App. | 4 - Months |

**Team Charter**

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| **Team member’s Role & Responsibilities** | | | |
| **Members** | **Role** | **Main Responsibilities** | **Other Responsibilities** |
| Ahmed Hesham | Developer | Build the features of the application | Team Coordinator |
| Aly Khaled | UX/UI Designer | Provide support to projects to ensure the adequate practices are used during the development process | Time Keeper |
| Ahmed Atef | Business Analyst | Translates business needs into requirements and ensure they are documented correctly | Problem Solving Champion |
| Momen Hassan | Tester | Ensuring that the software application meets the requirements | Developer |

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| **Contact Information** | | |
| **Members** | **E-mail** | **Mobile Number** |
| Eng. Yehia | yehia@gmail.com | 0100000000000 |
| Ahmed Hesham | ahmed\_hesham@gmail.com | 0110000000000 |
| Aly Khaled | aly\_khaled@gmail.com | 0100000000000 |
| Ahmed Atef | ahmed\_atef@gmail.com | 0120000000000 |
| Momen Hassan | momen\_hassan@gmail.com | 0150000000000 |

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| **Communication Channels** | | |
| Using | From | To |
| Via E-mail | 8:00-AM | 6:00-PM |
| What’s App | 4:00-PM | 6:00-PM |
| Zoom Meeting | 5:30-PM | 6:00-PM |

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| **Meeting Frequency** | |
| With Team Members | Daily |
| With Customer | Bi-Weekly |

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| **Success Criteria** |
| The project is completed on time |
| The project is completed within the given amount of budget |
| The project meets consumer demand |
| The client is satisfied with the outcome of the project |
| The team gains experience and is satisfied with the project results |
| The documentation of the project is such that it is also helpful in the future |

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| **Norms** |
| Communication |
| Respect between team member & transparency |
| Collaboration |
| Celebrate after  each progression |
| Working Smart |
| Enjoy Work |
| Respecting Personal Space |

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| **Funny Activities** |
| Sports Game |
| The Suddenly Story |
| Set Competitive Challenges |
| Icebreaker Quizzes |
| Travel |

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| **Conflicts Between Team Members** |
| **Acknowledge the Conflict** |
| **Clarify Positions** |
| Resolving the conflict together If we cannot resolve this conflict together, we will return to Project Manager |

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| **Team Member Signature** | |
| **Members** | **Signature** |
| Eng. Yehia | Eng. Yehia |
| Ahmed Hesham | Ahmed Hesham |
| Aly Khaled | Aly Khaled |
| Ahmed Atef | Ahmed Atef |
| Momen Hassan | Momen Hassan |