**Values:**

* Effective communication
* Respect each other
* Positivity
* Motivate each other
* Happy customer

**Communication guidelines:**

* Communication through WhatsApp and email from **10AM to 6PM**
* Response is mandatory (same day)

**Fun event:**

* Celebrating after a successful project
* Playing some simple games during the work to refresh their mind and be able to work
* Organizing special dinner/lunch meeting monthly
* Simple rewards to appreciate their hard working

**Norm:**

* Respect
* Active listening
* Corporate and assist each other

**Meeting guidelines:**

* Discussing the project requirements/ risks/ deadlines through zoom
* Meeting should not exceed 30 mins
* Meeting must be once weekly

**Decision making:**

* Listening to all suggestion from the team member and PM can choose the suitable suggestion.

**Conflict:**

* Handling the problem between each other, if not start speaking with team leader, if not ask for help from PM.