**Team charter**

**Values:**

* Transparency
* Dedication
* Empathy

**Communication guidelines:**

We will communicate with one another through different ways:

* WhatsApp communication is the most widely used modes outside of meetings and mails.
* Prompt response to messages or inquiries from one another are expected.
* If a member is unable to respond, the other member can ask in the group chat.

**Fun Events:**

We will celebrate our endeavor whatever something fails or succeeds through going out with each other.

**Norms:**

* No meetings on Fridays and Saturdays instead of an urgent situation
* Respect each other within the team
* Listen each other carefully
* Informing the team before sometime of meetings’ dates

**Meeting guidelines:**

* Purpose of meeting: Identify the purpose of the meeting. The team agrees on deliverables for the meeting.
* Agenda: Identify the steps to be taken and topics to be discussed. The team generates and agrees upon an agenda and allocates time per item.

**Decision – making process:**

* + Open discussion on the topic, soliciting opinions from all members. Use facts to generate alternative solutions.
  + At conclusion of the discussion, allow for feedback on unresolved issues related to the topic.
  + Go around the room and ask each person for final comments.
  + Look for consensus. (We define consensus as the point where all team members can say “This may not be my ideal decision outcome, but I can live with it and will support it.”)

**Conflict resolution process:**

All problems will be kept within the group until that is no longer a

solution and then we must go to the instructor.

All problems will be kept within the group until that is no longer a solution and then we must go to the top manager.

**Steps:**

1. All team members are gathered to discuss the charter
2. Come up with a team title
3. Discuss the values with each other
4. Everyone tells his communication availability
5. Discuss decision making with each other
6. Discuss conflict resolution with each other
7. Reach team consensus within discussion