***Team charter***

**Team name:** Food delivering management

**Team Leader:** Project Manager - Hamda

**Goal:**

To make an easy experience for all of the customers and our restaurant partners in ordering and delivering food.

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**Values:**

customer satisfaction

keep security updates included up to date

customer help if needed

faster contact

Always speak with the customer clearly

Give straight details to customers

**Communication guideline:**

Make sure to help others as a team

Weekly meeting

Create up to date feedback if needed

**Norms:**

Do not create any problems within the team

Always ask for assistance

Be in a positive environment

**Meeting guidelines:**

Make sure all the members included in the meeting are present

Make sure to have a meeting if needed

Weekly meeting to brainstorm

**Team members:**

Sara

Meera

Ahmad

Rashed

Mohammed

Anna

Martha

**Roles and Responsibilities:**

Sara “project lead”

Meera “business analyst”

Ahmad “developer “

Rashed “developer “

Mohammed “AI developer “

Anna “stake holder “

Martha “stake holder”

**Steps:**

As a project manager I have created my team charted based on what are the objectives and my plan for the project that I want to create. The first thing that I thought of in for a food delivering system to be created is split the work to finish the work at a shorter amount of time. To do that I have set what are the goal, values, guidelines such as for the communication and meeting, norms and who will be working in the system from the team.