**Team Charter**

* **Values:**
* Teamwork
* Respect
* Customer satisfaction
* Developing self and others
* Passion
* **Communication guidelines:**
* Communicate via Zoom, WhatsApp and Email.
* The response time between team members should be mandatory.
* **Fun Events:**
* Organize a monthly meeting and have some fun.
* Celebration after completing the project will encourages them to remember what they learned.
* **Norms:**
* Start Meetings on time.
* Team members should collaborate and offer solutions.
* Respect each other.
* Teamwork
* **Meeting Guidelines:**
* Team members should be on time.
* Listen to the opinions, no interruptions
* Meeting duration must not exceed 15 mins.
* **Decision-making process:**
* Plan brainstorming meetings.
* Members should have the opportunity to voice their opinions.
* Use a suggestions box.
* All members have equal status.
* **Conflict resolution process:**
* If there are any problems, discuss with the team and then report the problem to the project manager and offer solutions.