

# Team charter

## Team values

- Customer satisfaction as it is the main project target
- Knowledge sharing to raise the team capabilities up
- Unify team members to act like an individual with diverse backgrounds and mentalities
- Honesty in communication

## Communication

- Daily standup meeting
- Online live meeting within the week if needed (all week days unless Friday)
- WhatsApp group (11 AM – 9 PM)
- Facebook Group (11 AM – 9 PM)

*Note: reply on social groups be within the day*

## Meetings

- Daily standup meeting
- Meeting at the beginning of each sprint (sprint meeting)
- Meetings depends on demand customer demand (only on work days)
- Meeting at the end of each sprint to discuss any drawbacks

## Team roles

- Team manager
- Senior
- Content writer
- Coordinator

Note: these role valid only inside the team as each member has an additional role besides his technical role

## Decision-making process

- Decision follows the majority regardless to any team hierarchal considerations

## Fun events

- At least one fun event per month depends on team members' availability

Steps followed to create team chart:

- 1 - Meeting with the team members to recognize characteristics of each member
- 2 – Meeting with the project owner ( customer ) to define the scope of project time
- 3 – Establish all tools that will be needed to apply the chart (ex: communication media)
- 4 - Technical discussion to decide the extended role of each member (ex: senior , content writer)