

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