

1	Values	<ul style="list-style-type: none">• Transparency• Helpful• Respectful
2	Communication Guidelines	<ul style="list-style-type: none">• Use Formal Emails• Respond within 3 hours
3	Fun Events	<ul style="list-style-type: none">• Monthly outings• Celebrating Achievements
4	Norms	<ul style="list-style-type: none">• Flexible hours with core hours from 12 to 2 pm• Team is priority
5	Decision Making process	<ul style="list-style-type: none">• Weighted Voting System according to positions• PM can over rule
6	Conflict Resolution Process	<ul style="list-style-type: none">• Always seek the solution• Communicate Maturely• Speak with your manager if you are not comfortable
7	Meeting Guidelines	<ul style="list-style-type: none">• 2 Hours notice before online meetings• 1 day notice before on ground meetings• Use Microsoft Teams for online meetings

Creating a Team Charter :

- Gather feedbacks from chosen Team Members about previous Teams
- Gather feedbacks from other PMs on the Team Members in previous projects
- Discuss with team members on how to ensure a healthy productive environment.