

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

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.