* **Team Charter:**

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| **Team Leader** | * **Seif Eldin** |
| **Values** | * **Customer Satisfaction:** * Deliver tasks on time * High Quality * Ethics * **Respect:** * There must be respect between the team members * **Transparency** * All team members must be honest & Transparent to each other |
| **Communication Guidelines** | * **Slack Channel:** * When facing any blocker and want someone to help you * **WhatsApp:** * Informal chat in which we can talk about the project freely * **Zoom Meetings:** * Daily meeting at 11:00 AM to Review what was done in the day before |
| **Fun Events** | * **Celebrating:** * At the end of the project there will be a small event in the organization to celebrate the achievement that was made |
| **Norms** | * **Working Hours:** * Working hours will be from 11:00 AM to 6:00pm * **Uniforms:** * Whenever an employee is on site, he must be wearing formal |
| **Meeting Guidelines** | * **Timeframe:** * All meetings will be a maximum of 1 hours * **Objectives:** * All the meeting’s objectives must be set before the meeting |
| **Decision-Making Process** | * **Majority:** * All Team members should vote for the decision that to be made * **Team leader approval:** * The team leader should approve after the voting as it is his responsibility |
| **Conflict-Resolution Process** | * **Discussion:** * All team members must discuss the conflict with each other before going for their team leader * **Team leader Decision:** * If the conflict was still there you should go to your team leader, and he will have a decision |

* **All the activities that were done to create the team charter:**

1. Identify team leader
2. Identify core values between the team
3. Identify the way in which the team will be communicated based on the organization’s resources
4. Identify the way in which the team will celebrate their achievements
5. Identify the Rules that should be followed by anyone in the team
6. Identify the meetings and what will be made in it
7. Identify the Hierarchy & the chain of command
8. Identify How the internal Conflicts between the team members will be faced
9. Team Charter should be reviewed & signed by everyone in the team