

Mission & Objective	Our values are to create a healthy environment consists of good professional relationships between team members that enables us to work, collaborate, have fun and deliver a successful project
Team Members	<ul style="list-style-type: none"> • X => Team lead • Y, Z => development team members
Communication guidelines	<ul style="list-style-type: none"> • Our communications externally are mainly through official e-mails with putting each other on the CC to make sure to be always on the same page • Internal communications do not have to be official unless there are external stakeholders involved and need to be included in the conversation
Fun Events	Our mindset is to ALWAYS prioritize our mental health and that is why we have fun activities, trips and many more other fun activities throughout the year
Meeting guidelines	Before arranging a meeting by team members, project manager must be informed if there are external stakeholders to the meeting, if there are not external stakeholders and the project manager is not in the office, then it is ok to proceed with meeting and inform project manager later
Conflict resolution guidelines	In case of any conflicts, it is most preferred to resolve it between the team members internally, if not then you can refer to the team leader, if not then project manager should be informed and responsible to resolve the conflict

To create this team charter I have searched on the internet for team charter templates and tried to see what are the always-included parts of team charter that should be included and added it to my charter. I have also referred to the lecture again to better understand the structure of the charter and how should it be written.