

Team Charter

Create Team Charter Task

Values

Be Honest.
Deliver Best Quality.
Transparency.
Being helpful.

Communication Guidelines

Email and WhatsApp ONLY.
Communication during 10 AM To 7 PM.
Use work numbers Only.
No Voice or Video Calls.
Use our company emails.

Norms

Work Day starts at 10 AM.
Maximum 15 Min Delay.
1 Day Only Work From Home.
Lunch time 60 min only.
Keep your phone silent.
No YouTube or Facebook.
Start your day checking
your mail.
Keep your mail open.

Fun Events

We accept jokes.
Move your body every 30 min.
Celebrate in all cases.
Fun day every month.
Call your family any time.

Meeting Guidelines

Max meeting time is 60 min.
Follow your team leader agenda.

Decision Making Process

Project manager
have the
right to decide

Conflict Resolution Process

#1 Team Meeting
#2 Project Manager

This team charter created by project manager with the help of quality manager and HR department.
We tried to make this charter fit our current team capabilities.
We contacted HR department to study each employee profile for giving advise in this charter.
This version of the charter takes into account the opinions of employees during the previous period about the last published charter.