

TEAM VALUES

| ID | Value or principle |
|----|--|
| 1 | There are no silly questions, and it is always ok to ask for more information. |
| 2 | For each problem we will bring a solution. |
| 3 | We will work as a team to solve problems. We know we can ask for help anytime. |
| 4 | We are always open and honest. |
| 5 | We work hard, but we also support each other to keep a good home life balance. |

COMMUNICATION GUIDELINES

| ID | Guideline |
|----|---|
| 1 | We will prioritize WhatsApp over Email |
| 2 | Communicate from nine in the morning to seven in the evening, the maximum time for the delay in replying is two hours |
| 3 | We will communicate early and often |

MEETING GUIDELINES

| ID | Guideline |
|----|--|
| 1 | Notification of the meeting date at least two days before the date, The meeting time does not exceed two hours |
| 2 | We will be present and active in meetings, putting other work aside |
| 3 | We will be open about which actions we can take and commit to completing them on time |
| 4 | We will arrive on time. |

DECISION GUIDELINES

| ID | Guideline |
|----|---|
| 1 | Voting will be used to make decisions |
| 2 | decisions will be discussed with the Project Management |