Task 3: Create Team Charter

Team Chart

|  |  |  |
| --- | --- | --- |
| **What are our values?**   * Be a productive team and bring happiness to the work environment. * Helping team members to solve problems. * Respect each other. | **How to communicate?**   * Through Slack and Whatsapp group. * Through email for reporting. | **When can we holds events?**  Each month we will organize an appropriate event to enjoy. |
| **What are our standards?**   * Be honest. * Help each other. * Don’t disrespect your teammate. * Listen to each other. | **What are our meeting Guidelines?**   * Be on time. * Don’t leave in the middle of the meeting. * No side talking. * Listen before you speak. * 10 min | **How we take decisions?**  If we have a conflict we vote, and the majority decide the right call. |
| **How do we solve a conflict?**  If two or more teammates have a conflict, they should report it to the leader of the team to solve it. |

Team Chart Creation Steps:

* We create the chart according to the team members desires.
* We follow company’s guidelines to make this chart.
* Decision comes from project manager to create this chart.