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| **Values** | * Customer Satisfaction * Simplicity * High Quality * Collaboration * Sharing Experience |
| **Communication Guideline** | * Slack, as a first option. * What’s App (Response time less than three hours) for informal use. * E-mail (Response tie less than a day) for formal use. * Communication hours 9:00 to 12:00 and 16.00 to 20:00 |
| **Fun Events** | The team can choose what to do for fun, but there is some suggestions:   * Cinema * Mall * Coffee * Swimming |
| **Standards** | * Working hours 9:00 to 14:00. * Focus Time 12:00 to 14:00. * Self-organized approach. |
| **Meeting Guideline** | * Daily fixed meetings. * Daily meeting time box (5 min. , 15 max.) * No meeting during focus time. * Calling for a meeting via what’s app with clear agenda. * If online, cameras must be open. |
| **Decision Making** | To go along with a decision majority should accept by voting approach but it’s crucial that the most responsible employee to agree with the majority. |
| **Conflict Resolution** | * As a self-organized team, conflicts must be resolved within the team. * For further issues you can report to a manager (Not likable). |