**Team Charter**

**Our Values:**

* Team Work
* Trust
* Creativity
* Quality
* Respect

**Communication Guidelines:**

* Group chats should have a certain time for communication unless there is a crucial issue
* Team members dealing with each other can talk informally but formally with the sponsors
* The response time between members should not exceed 30 minutes during the communication times

**Fun Events:**

* There should be a gathering after every huge milestone between the teams to calm the nerves
* After the end of the project the teams gather for a party to celebrate the finish of the project
* The team members can engage in games together during break times which can also help with team bonds

**Norms:**

* The team members should always work together
* The team members should be on time
* The work time should be 8 hours with break time with the members having a room where they wouldn’t be disturbed

**Meeting Guidelines:**

* Members must have a certain time period to explain their issues
* Members must respect each other and not cut their teammates while speaking

**Decision-making Process:**

* Major decisions should be left for the project manager after a meeting with the team members and stakeholders
* Minor decisions between the teams should be made between them while letting the PM know about the decision

**Conflict Resolution Process:**

* Team members should resolve their issues between them first
* If the issue can’t be resolved between the team themselves the PM must be notified