

Team Charter

Values

- 1- To deliver on time
- 2- Trying to reach the Best Quality
- 3- Delivery time to be Suitable and not be late
- 4- Avoiding any hassels while discussions

Conflects

- 1- conflicts should be escalated to direct manger
- 2- All mails should be recorded to minmize missunderstanding

Comunication Guidelines

- 1- Don't comunicate before doing search first
- 2- Check firstly your direct manger for any inquiries
- 3- Emails should be replied within the same working day

Fun Events

- 1- Never reply any mail during weekend unles written (urgent in Subject)
- 2- At the end of the month we should have dish party
- 3- After each sprit we have 1 day off
- 4- At the end of the project we all have to celebrate any where outside the office

Meeting Guidlines

- 1- We should 20 meeting at the first day of the week
- 2- Each manger should have a meeting with his team to discuss achievements
- 3- Meeting with the client should be prepared well and summary should be sent by mail to the client