| Team Charter | |
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| Our mission and Objective | our mission is to develop anew software product that help customers to take a good discount |
| Values | Our values are to work together with a friendly environment to make our customer always happy |
| Commuinication guidelines | * We can communicate with WhatsApp and phone calls only at work time *We can communicate with formal E-mails at any time *We can communicate regularly through weekly meetings . |
| Fun events | It is important to organize fun events .A fun event will be organized after every sprit |
| Norms | Respect each other's opinions and ideas. Actively listen to and consider each other's perspectives. Be punctual for meetings and deadlines. Openly communicate any concerns or challenges. Use positive language and avoid negative criticism. |
| Resposibilities | Project manager will be responsible for overseeing the project and insuring that it stays on track. The software developers will be responsible for developing. Another teams are responsible to help developers. |
| Meeting guidelines | We should record all notes and important points at form before meeting. |
| Decision making process | We will take decision through voting weekly meeting. |
| Scope | The scope of this product includes development , testing and marketing |

| steps to creat Team Charter | |
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| 1 | Generate main structure by project manager |
| 2 | Invite all team member to a meeting |
| 3 | Make adiscussion about all Team charter points |