

Team Charter

Values:

- Work hard.
- Can ask for help anytime, we help each other to solve problems.
- Always be honest and open mind.
- Ask for more information not silly questions.

Communication Guidelines:

- Communicate early, and don't annoy anyone late.
- We can communicate via email and also WhatsApp or phone if others agree.

Meeting Guidelines:

- Attend on time.
- Be Present and Active in meetings, we should put other work aside.
- If we cannot attend a meeting, we will decline and propose an alternative time.

Decision Making Process:

- The project manager will make decisions on scope within the project.
- Team members are free to make decisions about the best way to complete their work, but anything that impacts project scope, time or cost must be agreed with the project manager first.

Fun Events:

- We make trips or spend funny time at suggested places after finishing the project or within the project.