# TEAM CHARTER

## PROJECT NAME

GreenLeaf Medical Delivery

## PROJECT REFERENCE

Project ID: GLMD-2025

## DATE PREPARED

March 2025

## VERSION

1.0

## TEAM MEMBERS

|  |  |  |
| --- | --- | --- |
| ID | Name | Role |
| 1 | Arun Goud | Project Manager |
| 2 | Rutul Patel | Project Manager |
| 3 | [Name] | Operations Manager |
| 4 | [Name] | IT & Security Lead |
| 5 | [Name] | Marketing & Customer Relations |

## TEAM VALUES AND PRINCIPLES

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| ID | Description |
| 1 | Compliance with all legal and ethical standards. |
| 2 | Commitment to timely and secure deliveries. |
| 3 | Transparency in team communication and operations. |
| 4 | Continuous improvement based on feedback and performance. |
| 5 | Respect for all stakeholders, including patients and dispensaries. |

## MEETING GUIDELINES

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| --- | --- |
| ID | Description |
| 1 | Weekly status meetings every Monday at 10 AM. |
| 2 | Emergency meetings as needed, requiring a 24-hour notice. |
| 3 | Agendas must be shared 24 hours before meetings. |
| 4 | Meeting minutes will be documented and shared within 24 hours. |
| 5 | Virtual participation allowed for remote members. |

## COMMUNICATION GUIDELINES

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| --- | --- |
| ID | Description |
| 1 | Primary communication through Slack and email. |
| 2 | Urgent matters communicated via phone or text. |
| 3 | Weekly progress reports submitted by each department. |
| 4 | Clear documentation for all decisions and changes. |
| 5 | Confidentiality of customer and business data upheld at all times. |

## DECISION-MAKING PROCESS

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| --- | --- |
| ID | Description |
| 1 | Majority vote for standard decisions. |
| 2 | Project Managers hold final decision authority. |
| 3 | Stakeholders consulted for major business-impacting decisions. |
| 4 | Conflict resolution through structured discussion and mediation. |
| 5 | Changes in project scope must go through formal approval process. |