

Team Charter

Project Title	Reducing Unplanned Downtime of Critical Equipment in the Maintenance Department at Vital A.D.
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Expectation	Example	Team Rule
Attendance	Attendance is required at all team meetings. Changes in meeting times must be made at least 24 hours ahead of time.	Attendance is required. Weekly meeting! Show up to level up!
Participation	Team members may not be substituted unless approved by team leader.	Every voice matters. No substitutions allowed without Process Owner Approval. One Team, One Mission.
Focus	We will stay on task and on topic, using the Project Charter as our guide. A meeting agenda will be published at least one day in advance.	Meetings follow the charter. Off-topic? Take it offline. Stay on the mission. Laser Focus, zero drifts
Interruptions	Interruptions for emergencies only. Phones turned to silent.	Emergencies only. Devices on silent. Respect the flow. Silence fuels solutions
Preparation	All deliverables are expected to be completed in a timely manner. Each meeting will have a published agenda.	Come ready, stay ready. Complete your tasks before the meeting. Review the agenda ahead of time. Pre hard, lead easy
Timeliness	Meetings will begin promptly as scheduled.	Time is respect. Meetings start on the dot. No late entries. Early is on time.
Decisions	We will choose the best decision-making method for each situation. We will support decisions made by the team.	We will choose the most effective decision-making method for the situation. All members will support final decisions. Data First, unity always
Data	We will rely on data to make decisions.	All decisions must be based on real, current data—not assumptions or opinions. Truth lives in the numbers
Conflict	We welcome honest disagreements, as long as everyone is treated with respect. A facilitator will be used if conflict cannot be resolved.	Disagreements are encouraged and handled with respect. A neutral facilitator will be used if resolution stalls. Clash ideas, not egos.

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Team Member	Role	Signature
Ognjen Raketić	Technical Director of Maintenance	Raketić O.
Nenad Čulić	Maintenance Engineer	Čulić N.
Božidar Ristić	Maintenance Engineer	Ristić B.
Teodor Mandić	Maintenance Technician	Mandić T.
Vučeta Lutovac	Maintence Technician	Lutovac V.
Vladimir Šibalić	Quality Engineer	Šibalić V.
Zoran Vučetić	Production Line Leader	Vučetić Z.