

Team charter

values

- Satisfying the customer
- High quality work
- respect

Communication guideline

- Team members will communicate via email and phone as needed
- All communication should be professional and respectful
- All team members are expected to respond to email within 24 hour

Fun events

- Plan different activities such as group outing to a tourist areas or playing football.
- Celebrate project milestones

Norms

- The team members should work collaboratively
- All work must be completed to a high quality

Meeting guidelines

- team should meet weekly to discuss project progress
- all team members should attend meetings
- all decisions made during meeting should be documented and sent to team manager

Decision making process

- Decisions are made collaboratively between the team and the team manager, and the team manager has the authority to determine the final decisions

conflict

- When any conflict occurs, the team must try to resolve it. If the conflict persists, the team manager must be referred