

**Team charter**

**Communication guideline**

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

**values**

* Satisfying the customer
* High quality work
* respect

**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 manger

**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