

Student team charter

2023

Team member & roles

SARAH ANDERSON

Leads team, ensures deadlines, and conducts talks for guidance

EMILY DAVIS

Responsible for project planning and diligent timeline management

JOHN SMITH

Emphasis is placed on conducting research and collecting project data

MICHAEL JOHNSON

Managing relationships with stakeholders, obtaining vital input through engagement

Communication

01

MEETINGS

Weekly team meetings every Thursday at 2:00 PM

02

GROUP CHAT

[Platform Name] for quick updates and questions

03

EMAIL

Important information communicated via email

04

FEEDBACK

Open and constructive feedback is encouraged

Meeting Schedule



WEEKLY TEAM MEETINGS

Every Thursday at 2:00 PM

AD HOC MEETINGS

As needed for urgent discussions

MONTHLY UPDATES

Informative sessions held monthly

MEETING LOCATION

[Specify Location/ Online Platform]