# Team Charter

Creating a team charter will help you to learn about your team members and put some structure or boundaries around the group process. In order to build the best team possible and mitigate potential conflict that can hinder productivity, it is important to establish guidelines about how you will work together. Conflict in teams is normal but how you handle it makes all the difference. If you experience problems in your group, refer to the team charter and revisit the guidelines and agreements you have made.

### Part 1: Team Members

### Team Name: Provide a name

**Team Members:** List all members

### Team Vision/Purpose: Reason for the team. What is/are the group goal(s)? Be specific.

### Deliverables: We will be successful when…

### Members Skills/Knowledge/Expertize: How will you capitalize on the strengths of each member? How will you provide opportunities for learning and growth?

**Team Member Roles:** How will you assign group roles?

**Complete the table:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Skills/  Strengths | Group Skills I Want  to Work On | Stressors | Group Role(s) |
| Example:  Angela Fernandez | ResearchEditingProject managementOral communication | Letting others have a chance to organizeListening | Missed deadlines | * Helping to organize timelines * Compiling and editing report |
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### Part 2: Team Processes

**Guiding Principles and Norms**: How will you operate together for the duration of the project?

1. **Communication:** Outline how the team will communicate — include frequency and methods (e.g. email, Facebook, team meetings). What is the maximum expected response time?
2. **Decision-Making:** How will decisions be made in this team? How will you stay on track?
3. **Conflict Resolution:** How will you resolve differences?
4. **Commitments:** How will you handle different levels of participation and commitment? What process will you follow if someone does not live up to his or her responsibilities? What are the consequences for poor performance?
5. **Diversity:** How will you accommodate different learning and working styles?
6. **Other Procedures:** Are there any other commitments, goals, processes or responsibilities, roles that your group has agreed upon? Consider scope of work, work schedule, rituals, or other information that you may want to include.

**Signatures**

Member 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
Member 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_