

Team Charter Document for [put your team name here]

Team Expectations, Values & Norms:

[Describe in point or paragraph form the expectations that you as a team have determined as core to your group. These expectations should define how you wish to work together, how you expect others to behave or contribute to the group. These will form part of the founding principles of your team. (see examples below)]

Team Roles and Responsibilities:

The team will consist of the following roles and responsibilities:

Role #1 (insert Team Member Name):

Responsibilities include:

- [Replace each role title with one role as defined by the team, including who will be assuming these roles. For each role outline the responsibilities that each team member agrees to assume.]

Role #2 (insert Team Member Name):

Responsibilities include:

- [Replace each role title with one role as defined by the team, including who will be assuming these roles. For each role outline the responsibilities that each team member agrees to assume.]

Role #3 (insert Team Member Name):

Responsibilities include:

- [Replace each role title with one role as defined by the team, including who will be assuming these roles. For each role outline the responsibilities that each team member agrees to assume.]

Role #4 (insert Team Member Name):

Responsibilities include:

- [Replace each role title with one role as defined by the team, including who will be assuming these roles. For each role outline the responsibilities that each team member agrees to assume.]

Role #5 (insert Team Member Name):

Responsibilities include:

- [Replace each role title with one role as defined by the team, including who will be assuming these roles. For each role outline the responsibilities that each team member agrees to assume.]

Procedures:

[The following list of procedures can be adapted to fit the needs of your team. Determine which procedures you wish to include in your charter and delete the rest from your document.]

Group Meetings:

[This section could include the dates that you want to meet, the location, and the times. It can also outline what is expected if a team member can't make it to that meeting.¹]

¹ It is also recommended that groups record meeting dates, who attends and what decisions are made. While this is not part of your Charter, it increases accountability within the team.

Making Decisions:

[This section could include who is responsible for decisions in specific areas, how to come to consensus, whether consensus is necessary and under what conditions, who has the final say, etc.]

Experiencing Conflict:

[This section should include how the team wishes to resolve conflict and handle issues within the team. If your team experiences conflict, your professor will expect to see that you have used this section to try to resolve your conflict first so be sure that you are specific.]

The terms of this contract are agreed on the following date by the following team members:

Date Signed:

Signatures:

Example Expectations, Values, Norms

1. Team meetings will take place immediately after class each week.
2. All absences must be communicated to the other team members either through email, or phone before the meeting or class. Sufficient notice of at least 24 hours must be given unless there is an unforeseen emergency.
3. All team members are responsible for their portion of work which will be agreed upon by the team. If help is needed, the team will work together but each member is responsible to bring quality work and have it complete on time.
4. All submitted work should be to a high standard of quality and not just quickly done in haste. If you have problems or need help consult the group or the instructor.
5. All members must treat each other with respect and treat each other equally. Opinions of team members must be respected and accepted openly. Disagreements must be communicated and team members must work together to solve any disagreements that will effect the team atmosphere and project.
6. A team member has 2 warnings before the instructor is involved. These warnings must be agreed upon by the whole team and will be either communicated through email or phone or in person to the member.
7. If a team member disagrees with a decision that is made by the rest of the team, that person is entitled to express their opinion and the situation will be handled accordingly and listened to by the entire team.
8. Deadlines will be agreed upon by all members of the group and all members should work to have their parts in 3 days before the deadline to give room for editing and changes.
9. All the information gathered and conclusions reached during the course of this project be kept confidential to the best of each person's ability and not be released unnecessarily without written consent from the client.