

Team Charter

Team Members (list names):

Team Goal(s):

Team Deliverables (we will be successful when we...)

Team Member Information

Name	Skills/Strengths	Team Roles/ Responsibilities	Group Skills I Want to Develop

Part 2: Team Processes

1. **Communication:**

a) Will we meet face to face? What tool will we use for our meetings (e.g. Microsoft Teams, Big Blue Button)? What is a suitable time to meet (consider time zones)?

b) How will we communicate between meetings (email, text, etc.)? What is the expected response time to messages?

2. **Decision-Making:** How will decisions be made in this team? Will we have a designated team leader? How will we stay on track?

3. **Conflict Resolution:** What process will we use to resolve conflicts?

4. **Commitments:** What process will we follow if someone does not live up to their responsibilities? What are the consequences for poor performance?

5. **Diversity:** How will we accommodate different learning and working preferences?

6. **Other Procedures:** Are there any other commitments, goals, processes or responsibilities, roles that we have agreed upon? Consider scope of work, work schedule, rituals, or other information that you may want to include.

Agreed to by:

Name	Date