

Team Charter

A. Discuss Team Leadership & Communication:

1. **Team Leadership/Roles:** Discuss the best approach to establishing roles and leadership. Will it work best with one, consistent individual? Shared leadership? Or should you rotate leadership throughout?

2. **Decision-making:** How will the team come to a decision? By consensus? By unanimous agreement? How will you ensure all perspectives and ideas are heard equally?

3. **Preferred method of (informal) communication** (e.g., e-mail, phone, text, in person):

	Team Member Name	Email	Telephone or Other Contact Info	Preferred Mode of Contact
1				
2				
3				
4				

B. Establish Team Meeting Norms/Expectations:

1. **Are there any times during the event where one or more team members have to leave? If so, how will the group handle the missing member?**

(Will the team meet with one member absent, or must all members be present? Who takes responsibility for updating the absent member?)

C. Discuss Team and Individual Expectations:

What are the team's expectations with regards to:

1. **Desired outcome for the project.** It's important to have a conversation during the first meeting to lay out each person's expectations and priorities. Once you know personal goals, as a group you can determine an overall goal for the project. For example, do you really want to learn a new technology? Or is winning one of the awards really important to you?

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D. Managing Team Challenges and Conflict

Discuss your preferences for receiving feedback about your performance. If a conflict arises with a team member, address the issue with them directly. If a solution is not reached, involve another team member (or third party) in a follow up conversation.

E. Other Considerations

Other tenants or agreements that your team has agreed are important to agree upon