**Team Charter for**



**Enter team identifier**

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| --- | --- |
| **Team Member Names** | **Emergency Contact Information**  **(e-mail, cell etc.)** |
| Member 1 | Contact 1 |
| Member 2 | Contact 2 |
| Member 3 | Contact 3 |
| Member 4 | Contact 4 |

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| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Member 1 | Strength 1 | Weakness 1 |
| Member 2 | Strength 2 | Weakness 2 |
| Member 3 | Strength 3 | Weakness 3 |
| Member 4 | Strength 4 | Weakness 4 |

1. **What are your team’s goals from a teamwork perspective?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

Goals

1. **When little things will need to be done, who will be responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

Roles

1. **Assume a major group assignment will be due in a week…It can be a paper or coding project. What types of deadlines do you want to set with your team in order make sure you submit it on time? Remember, you need some time to put stuff together, to meet, to make sure that everything is in there before submitting?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

Timetable

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

Attendance

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

Excuse

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)? Also think about how soon they should discuss this.**

Emergency Process

1. **What are your team’s expectations regarding preparation for meetings and the quality of the deliverables that members bring to the team?**

Preparation

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

Contributions

1. **What methods will be used in teams to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

Monitoring

1. **What features of teams do you think that you would like to use or leverage first?** *Think outside of chat and look into what you all can explore or try that would make teams a better environment for you all. Discuss how you will use the lists, wiki and posts in Microsoft teams as well as other features that you may be interested in adding or knowing more about.*