**Case Study: Create Team Charter**

**Group goals:**

* Work together more than different work streams
* Try new roles and experiences within our team structure
* Maintain a level of self-awareness as individuals and as a team
* Maintain time efficiency
* Discuss group members’ strengths and weaknesses to identify methods of improvement.

**Values:**

* Have diverse experience outside of IT major
* Gain academic and leadership-building skills

**Communication guidelines:**

* Avoid weekend work as much as possible
* Use a formal monthly feedback system
* Maintain a positive environment for giving and receiving feedback

**Ground rules:**

* Be on time for group meeting
* Everyone makes an effort for equal participation across the semester

**Norms:**

* Meets every Tuesday from 8:00 to 9:00 am
* Minutes are taken for each meeting and archived in the IT team notebook