

## FIT2002 assignment team charter

Team charters are essential and helpful tools when establishing new teams or engaging in new tasks for established teams. Team charters act as sources of information for the team and shape teams' efforts towards their agreed objectives. [Some references](#) describe the team charter as "a North Star for a team or project" that guides the project team through most challenging circumstances!

Effective teamwork and collaboration are essential for project management success. Hence, in FIT2002 we develop a team charter to establish core team values, strengths and weaknesses as well as our objectives and vision for success. We also ensure transparency in communication and prepare for any potential challenges that may appear throughout our project. You can find our team charter template in the next page. Feel free to add other elements that are important for your team, or you found in other resources. You can find a good example of a team charter in table 3-8 of your [Schwalbe textbook](#).

Some general guidelines for preparing your team charter:

- **Team number:** should be confirmed with your tutors in the applied class
- **Team members:** add names of all team members
- **Team objectives:** what are you trying to achieve through collaboration?
- **Team characteristics:** How would you describe your team? You can consider the strength and weaknesses of all individual and see how you can describe the team.
- **Core values:** What do you care about the most? What are common values that all of you share?
- **Group norms and code of conduct:** How will you work together? What expectations do you have from yourselves and each other? Establish a framework for your collaborative work.
- **Participation and collaboration approach:** What methods do you consider most effective for your teamwork? Do you prefer daily meetings or phone calls? Or you all prefer using a shared platform like Google drive or Trello for your collaboration? How are you going to provide feedback on each other's work?
- **Communications:** your preferred method of communication, frequency of communications, level of transparency, problem escalation processes etc
- **Problem solving:** How would you work together in solving problems? Problems can include those that are directly affecting your project such as running over budget; or problems related to your team e.g. a team member has to travel overseas for a family emergency or has to self-isolate as a result of positive Covid test.
- **Conflict management:** How would you manage any conflicts within your team? Remember that conflicts are not always perceived as negative, rather they can provide a different perspective for addressing challenges.
- **Signatures:** all team members listed on top of the team charter should sign the document to confirm their agreement with the contents and that they are going to follow this agreement during the course of their collaboration with the team. You can type your name as your signature but should add a note to clarify that.

## ***FIT2002 – Team charter***

***Team number: 21***

***Team members: Chaliena Ta, Daniel Dewanto, Nhu Nguyen, Hiu Lam Lau***

***Team objectives***

- Do well, score high.
- Submit the assignments on time.

***Team characteristics***

- Strengths: cross-cultural, great initial chemistry.
- Weaknesses: Individual working ethics, time and collaboration are needed to form perfect teamwork.

***Core values***

- Teamwork, Equality, Respect, Responsibility.

***Group norms and code of conduct***

- It is expected that everyone finishes their parts on time and takes care of their own responsibilities.
- Ensure that each person's work is of the best quality and not lacking in any areas.
- Support will always be provided by other members if one person struggles.

***Participation and collaboration approach***

- Trello for Task Allocation.
- Discord for Meetings.
- Google Docs for Documents and Meeting Notes

***Communications***

- **Platform:** WhatsApp, Discord, Google Docs, Zoom.
- **Frequency:** Meeting 1 to 3 times a week (outside tutorial)
- **Transparency:** Information among team members will be shared with each other, and discussions outside of the group are allowed with prior agreement

***Problem solving***

- Our team will try and alleviate any problems by planning ahead. Any problems that exists outside initial plans, the team will come together to discuss how to overcome them.

***Conflict management***

- Listen to everyone's perspective in a controlled and calm environments and seek out solutions to the conflicts. Every conflict must be resolved by the whole team.

**Signatures**

Chaliena Ta



Daniel Dewanto



Hiu Lam Lau



Nhu Nguyen

