# Team charter – Joint Document

# Part 2: Team vision, mission, roles & processes

In Part 1 each team member answered a number of questions individually. Based on these and the discussions in the ‘Foundations for effective team work’ workshop the team can finish their own **joint team charter** in (self organized) follow-up meetings.

**Latest on October 15th 2019** you send the team charter (not the individual parts) to the workshop facilitator Renée Speijcken at [r.speijcken@maastrichtuniversity.nl](mailto:r.speijcken@maastrichtuniversity.nl) ánd to your project-coordinator. Make sure you add your project group name/number, names & signature of all group members.

Question 1-3 in the charter is about team vision, mission & values; question 4 to 19 are on performance, roles and different types of joint agreements, question 20 leaves room for anything the team wants to add to this charter.

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| **Team vision, mission & values** |
| 1.What is the common vision of the team? (What is the reason the team exists?) |
| 2. What is the team’s Mission statement? (Including goals & targets) |
| 3. What are the core values & norms that will guide team cooperation & co-creation? |
| **Team performance, roles & processes** |
| 4. What are according to the whole team, the core ‘life-giving elements’ of an effective team? |
| 5. How does the team define success? |
| 6. What roles & competencies does the team need to accomplish this mission? |
| 7. Team Roles: Who is responsible for what activities? |
| 8. Is there anything missing in the team (competencies, skills, etc) If so, how does the team deal with this? |
| 9. How will the team ensure expected contributions and performance levels? |
| 10. How are decisions being made in the team? |
| 11. What are the essential agreements around communication in the team? (eg. listening; feedback style; question-style) |
| 12. How does the team deal with participation matters (quality; quantity; attendance; being on time; mobile phones etc.) |
| 13. How does the team deal with internal conflict? |
| 14. How will the team deal with external drawbacks, challenges, stress etc? |
| 15. Who will support the team if needed? |
| 16. What are the resources available to the team? |
| 17. How is information shared & communicated in the team? (phone; email; whatsapp group; shared drives; Slack etc.) |
| 18. What is needed to keep the team motivated and energized? How will this be realized? |
| 19. How and when will the team reward its team members for successes? |
| 20. Anything else? |