CSIT321: Project  
Group Charter

## Directions

Groups work better when members have a common understanding of the group’s goals and the ground rules for group activities. The purpose of this exercise is to help your group set some ground rules and goals.

Each member of your group will have some idea how the group should operate. This is the opportunity to share your thoughts so “simple misunderstandings” are less likely to arise in the future.

## PROJECT

## Group Members

## Our ground rules

* Other than in class, when will we attempt to meet (what time, how often)?
* On average, how long should our meetings be?
* Where will our meetings take place?
* When is it OK to miss a meeting?
* How do we inform each other when we can’t be there or are running late?
* How will we deal with lateness to meetings?
* What does “on time” mean?
* How do we deal with members who don’t participate enough, participate too much or distract the group from its task?
* How are we going to make decisions?
* What will we do if a group member’s work doesn’t meet our standards?

## Our goals

* What is our group trying to accomplish?
* What is the overall mark that our group is trying to accomplish?