Learning Team Charter

*All team members participated in the creation of this charter and agree with its contents.   
Please write “agree”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# Team Member Contact Information

Decide on the team preferred method(s) of communication (email, phone, Slack, etc.)

| **Name** | **Contact Information** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

# Team Member Strengths and Weaknesses

Each member of a team has strengths that they can contribute to the outcome of a project. Those strengths could be leadership, writing, design, etc. Each member also has weaknesses, or areas that they don’t want to contribute. Have a discussion with your group and identify those strengths and weaknesses.

| **Team Member** | **Strengths** | **Weaknesses** |
| --- | --- | --- |
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|  |  |  |
|  |  |  |

# Team Member Roles and Skill Inventory

Based on strengths and weaknesses identified, plan out roles of the team. These could be specific parts of the final that the team member will work on.

| **Role** | **Team Member** | **Member Responsibilities** |
| --- | --- | --- |
|  |  |  |
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|  |  |  |
|  |  |  |

# Team Communication Plan

1. Team meeting plan; when and where (examples of where: Zoom, Google Hangouts, the Library, in Class, etc.)
2. [Optional] Other team plans, like due dates or acceptable forms of communication

# Potential Obstacles and Conflict Management

What are some potential obstacles or conflicts that might arise during this project? How will team members deal with these conflicts?