Team Charter

The best way to set your team up for success is to create a *Team Charter: a set of concepts and skills that focus your team.*

A Use the 6 sections below to craft the framework of your team charter.

Team Members

Who is on the team?

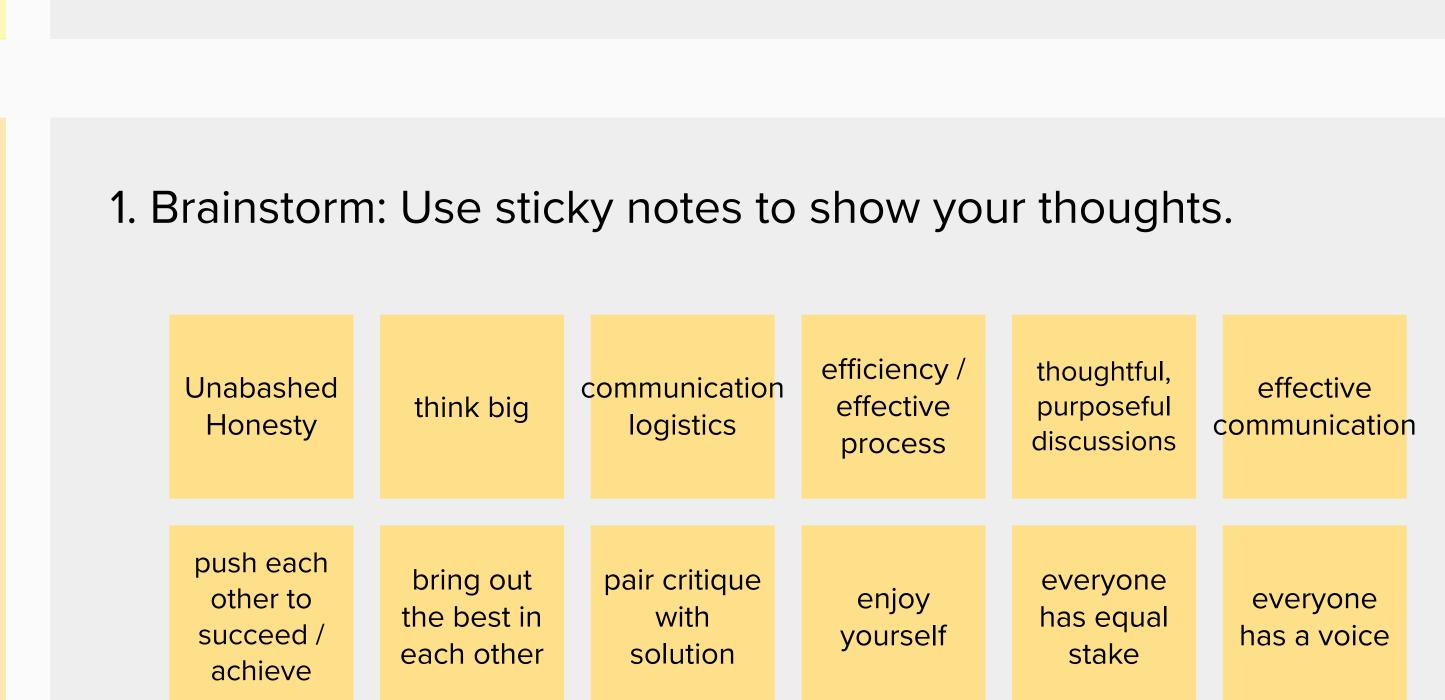
Each team member list 2 of their strengths and 2 of their weaknesses to help better understand each other.

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Strengths:		Strengths:		Strengths:		Strengths:		Strengths:		Strengths:		Strengths:										
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2 Core Values

What do you care about?

Discuss which shared values can help guide how you approach your work and how you collaborate with each other.



2. Consolidate: Choose your team's top 6-8 values.



3. Refine: Turn your notes into concise sentences.

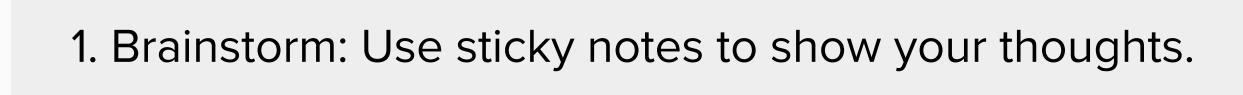
Core Values:

- Offer unabashed honesty to each other. - Everyone has an equal stake in group decisions. - Contribute to an enjoyable work environment. - Push each other to succeed and bring out the team's best. - Consider efficiency in the work process. - Trust each other's constructive criticism.

Group Norms

How will you work?

Establish a framework of ideals that you can expect each other to abide by.



Maximize Skillsets	use tools situationally	maintain high level of camaraderie	mindful of others' schedules	speak up	share thoughts
prioritize agendas	efficient meetings	always address concerns	step up, step back	individually reflect on past meetings	

2. Consolidate: Choose your team's top 6-8 norms.

Maximize	use tools	step up,
Skillsets	situationally	step back
always address concerns	maintain high level of camaraderie	due your diligence outside of groupwork

3. Refine: Turn your notes into concise sentences.

Group Norms:

- Maximize our unique skill sets.

- Use our tools situationally, flexible depending on the project.
- Be able to step up and step back when necessary.
- Always address concerns, don't be afraid to speak up.
- Maintain a high level of camaraderie.
- Due your diligence outside of group work.

Roles

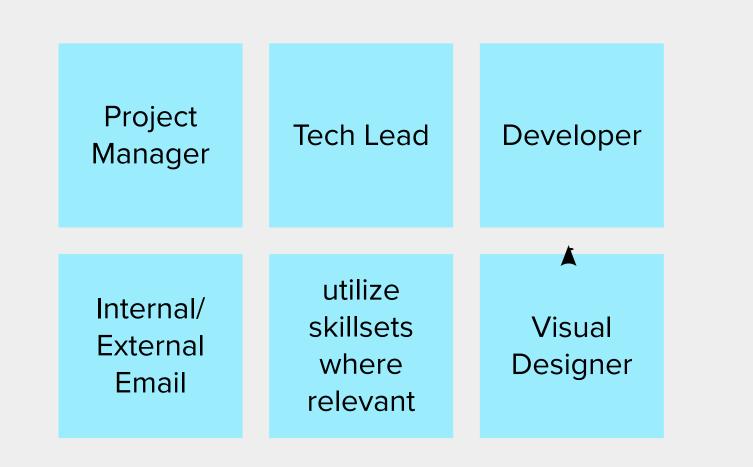
What roles are necessary?

Determine the types of roles that will keep the team focused and drive productivity.

1. Brainstorm: Use sticky notes to show your thoughts.



2. Consolidate: Choose your team's necessary roles.



3. Refine: Turn your notes into concise sentences.

- Project Manager: note taker, agenda maker, time keeper -Tech Lead Internal/External Email Lead

 Visual Designer Developer

*Use skill sets where they are relevant

Metrics of Success

What does success look like to you?

Consider how success can be measured beyond a letter grade or score.

1. Brainstorm: Use sticky notes to show your thoughts.

achieving goals	efficiency in our process	creativity and innovation	procure positive results
naintaining amaraderie	positive work enviornment	individual and group learning	outside validation

2. Consolidate: Choose your team's top 6-8 metrics.

achieving goals	creativity and innovation	individual and group learning
maintaining camaraderie	outside validation	efficiency in our process

3. Refine: Turn your notes into concise sentences.

Metrics of Success:

- Achieving desired goals and accomplishments.
- Maintaining a high level of camaraderie.
- Validation from outside sources. - Maintaining efficiency in our process.
- Individual and group learnings and growth.
- Creativity and innovation in our work.

Standards of Quality

What are your standards for high quality work and learning?

Think about the level of quality you deliver and expect from your teammates.

1. Brainstorm: Use sticky notes to show your thoughts.

have a ourpose	efficiency	no excuses	don't just hear, but listen
reativity	openness	always deliver	consider multiple perspectives

2. Consolidate: Choose your groups top 6-8 standards. ; 3. Refine: Turn your notes into concise sentences.

no excuses	openness	have a purpose
creativity	don't just hear, but listen	efficiency

- Don't Hear, Listen

Transfer your thoughts from the 6 sections into an organized charter.

Team Charter

Team Members:

David Chin, Jeanette Melgaralo, Keji Zeng, Daniel Quon, Jennifer Connely

Organization/Affiliation:

California College of the Arts, MBA in Design Strategy Program

Core Values

- Offer unabashed honesty to each other. - Everyone has an equal stake in group decisions. - Contribute to an enjoyable work environment. - Push each other to succeed and bring out the team's best. - Consider efficiency in the work process. - Trust each other's constructive criticism.

Group Norms

- Maximize our unique skill sets.
- Use our tools situationally, flexible depending on the project.
- Be able to step up and step back when necessary. - Always address concerns, don't be afraid to speak up.
- Maintain a high level of camaraderie.
- Due your diligence outside of group work.

Team Roles

- Logistics Manager: note taker, agenda maker, time keeper

- Internal/External Email Lead
- Visual Designer
- Final Copy Editor
- *Use skill sets where they are relevant

Metrics of Success

- Achieving desired goals and accomplishments.
- Maintaining a high level of camaraderie.
- Validation from outside sources. - Maintaining efficiency in our process.
- Individual and group learnings and growth.
- Creativity and innovation in our work.

Standards of Quality

- Purpose - Efficiency
- Don't Hear, Listen