Team Canvas

Most important things to talk about in the team to make sure your work as a group is productive, happy and stress-free

Version 0.8 | theteamcanvas.com | hello@theteamcanvas.com

Team name No IT!

Date

PEOPLE & ROLES

What are our names and the roles we have in the team?

Ana - Design
David - Marketing
Nikolai - Strategy | Processes
Michael - Tech | Finance
Angela - Tech | Finance

What are we called as a team?

COMMON GOALS

What you as a group really want to achieve? What is our key goal that is feasible, measurable and time-bounded?

create a prototype of a sustainable solution to our problem within 4 months by using skills from different fields.

PURPOSE

building connections
making tourism in Munich more enjoyable

Why we are doing what we are doing in the first place?

VALUES

What do we stand for? What are guiding principles? What are our common values that we want to be at the core of our team?

Intercultural connection
Open-mindedness
Hospitality
Safety
respect
empathy
inclusivity
creativity

RULES & ACTIVITIES

What are the rules we want to introduce after doing this session? How do we communicate and keep everyone up to date? How do we make decisions? How do we execute and evaluate what we do?

Communication:
whatsapp, online and real-life meetings → fixed schedule

Collaboration: shared One-Drive folder

Decision-Making:
democratically, consider everyone's input

commitment:
meet all dealines and complete assigned tasks on time

PERSONAL GOALS

What are our individual personal goals? Are there personal agendas that we want to open up?

Learn from others
gain new perspectives
contribute to team's sucess

NEEDS & EXPECTATIONS

What each one of us needs to be successful? What are our expectations towards the team to be satisfied?

clear communication
accountability / realiability
regular weekly meetings
punctuality
openness to feedback | criticism
respect for each other

STRENGTHS & ASSETS

What are the skills we have in the team that will help us achieve our goals?
What are interpersonal/soft skills that we have?
What are we good at, individually and as a team?

Diverse team with members from multiple fields: business, design, tourism, engineering
Diverse cultural insights
shared motivation
analytical abilities

WEAKNESSES & RISKS

What are the weaknesses we have, individually and as a team?
What our teammates should know about us?
What are some obstacles we see ahead us that we are likely to face?

No member from IT-field → could affect technical development
Risk of underestimating workload
challenges in time management | task prioritization
Potential communication issues due to language / different schedules

Team Canvas by theteamcanvas.com. Created by Alexey Ivanov, Dmitry Voloshchuk
Team Canvas is inspired by Business Model Canvas by Strategyzer.

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