# Team Charter

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| Team Number: |  |

Please list full names and MacID’s of all Team Members.

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| **Full Name:** | **MacID:** |
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| **Roles and Responsibilities** |
| *In this section, you can identify who will be responsible for what roles in a team. At this stage, you should focus on the high-level administrative tasks (e.g., taking meeting minutes, submitting documents to Avenue, scheduling meetings, communicating with instructors, etc.). However, as the project progress roles may expand and become more specific. As needed, you can attach an addendum to this charter and submit with future deliverables (important: the original team charter should* ***never*** *be changed once all team members have signed it.* |

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| **Expectations of Behaviour, Work Ethic, and Professionalism** |
| *Summarize what will be expected of all team members.*   * *Examples can be found in Breakout Box 2.2 of* [*Chapter 2 excerpt from Biomedical Engineering Design*](https://avenue.cllmcmaster.ca/d2l/le/content/707793/viewContent/5165385/View)*.* |

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| **Communication and Documentation Management** |
| *This section is intended to outline the frequency of meetings, who is expected to attend each meeting, and the expected format for meetings (e.g., in-person vs. virtual). You should also describe where documents will be stored (e.g., OneDrive, Google Drive, MS Teams, etc.).* |

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| **Other Commitments** |
| *List anything team members should be considerate of when scheduling meetings, assigning tasks, or working towards deadlines. Examples include, but are not limited to, midterm schedules, work schedules, availability limitations due to weekend availability (e.g., due to commuting), scheduled time out of town, religious observances, etc.).* |

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| **Conflict Management and Accountability** |
| *Explain how you are going to manage conflict should it arise. The focus here should be on resolution rather than punitive measures. Section 2.5 from the* [*Biomedical Engineering Design textbook*](https://avenue.cllmcmaster.ca/d2l/le/content/547978/viewContent/4356342/View) *is an excellent resource that you are encouraged to review.* |

By signing below, all team members certify agreement with the team charter as outlined below.

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| **Full Name:** | **Signature:** | **Date** |
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