

RUCD 140 Team Charter

Before beginning your group project, take some time to develop clear expectations for your team. Use the bulleted points below to create a charter for your group.

- Discuss and reach consensus on the following operating guidelines. Nominate a group member to type and distribute the agreed upon norms to all group members.
- How will the group communicate? For example, through a web based meeting tool, synchronously/asynchronously, slack, e-mail, phone or a combination of methods?
- Record contact information for each group member.
- What day(s) and times are best for meetings?
- How quickly should group members be expected to respond to emails or voice mail? For example, within 24 hours, 3 days, and so forth.
- What role or duties will each person in the group perform? This may continue to evolve throughout your project. Possible roles include arbitrator, initiator, secretary, motivator, organizer and so forth.
- What process will the group use to make decisions? For example consensus, majority rule, etc.
- How should team members resolve interpersonal and other conflicts?
- How will the group handle a member who is not participating?
- Discuss any other norms and expectations you would like to include.
- Select one person, and one backup person, who can be the individual who will submit any online assignments for the group. This role will be important to getting your work submitted on time.

IMPORTANT: You do not need to create multiple versions of this document as long as you are Google Docs. We can use the Version History (File > Version History) if we need to review.