**IXD Studio Team Charter Contract**

Rational: Teams work better when members have a common understanding of the group goals and ground rules for group member behavior. The purpose of this activity is to facilitate your group in setting ground rules and goals. Each group member will have some idea how a group should operate. These ideas may be very different. This is your opportunity to share your thoughts and ideas to promote optimal group function and prevent misunderstandings in the future.

*Directions: As a group, please complete the charter categories on this page (you may want to use another piece of paper). When finished, have each group member sign the charter. Distribute copies of the charter to all group members and submit a copy to the blackboard course shell.*

*(Everything in Red is to be deleted before your final submission)*

**Team Name:**

**Purpose:**

*(What is your mission statement and define your teams' objectives, reasons, and drive in the formation of this team. What are your SMART goals (specific, measurable, achievable, relevant, and time-bound) goals that you want to achieve as a team)*

**Team Values & Norms:**

* What is our group trying to accomplish:
* How will you foster trust and inclusivity within the group:
* What steps will you take to create a supportive and enjoyable work environment:

**Team Breakdown + Roles**  
Member 1 & Role: (Name, Humber Student #, Program)

Member 2 & Role: (Name, Humber Student #, Program)

Member 3 & Role: (Name, Humber Student #, Program)

Member 4 & Role: (Name, Humber Student #, Program)

Member 5 & Role: (Name, Humber Student #, Program)

**Team Member Responsibilities:**

*(Within your team discuss everyone’s strengths, interests and skills they wish to use within this team. Then assign clear roles and responsibilities to help everyone contribute effectively; roles you must include are Team Lead/Project Manager, Note-Taker, Communicator (this is who will be communicating with the teachers) but you can also include more based upon your team's needs. Try to be flexible, if someone wants to try a new role to try to offer support or encouragement. Some roles can rotate, allowing everyone to contribute on different weeks. But by defining when each of you is in a certain role, you’ll be able to minimize confusion and ensure everyone feels valued and accountable!)*

Whole Team’s Responsibility:

*As a team....*

Name:

* Info
* Info
* Info

Name:

* Info
* Info
* Info

Name:

* Info
* Info
* Info

Name:

* Info
* Info
* Info

**Communication Plan:**

*A clear communication plan is essential for ensuring that all team members stay informed, aligned, and engaged. Good communication reduces misunderstandings and helps the team collaborate effectively, even when challenges arise. This plan sets expectations for how and when team members will connect, ensuring that no one is left out of important updates or decisions.*

* Preferred Channels: what tools you will use to communicate and what:
* How will you handle urgent messages vs. non-urgent updates:
* Who will be responsible for documenting key decisions and action items:
* How will the team communicate expectations clearly to everyone:
* How are you going to discuss group feedback? How are you going to ensure that there are regular opportunities for the team to provide and receive feedback in a positive and timely manner:
* Where do you plan to keep your **Resource Repository**? What shared space are you going to use, why and how – for accessing documents, templates and tools:

**Meetings:**

* Other than class, when will the group attempt to meet (what time, how often, where):
* Group meetings - how long should the meetings be:
* When is it OK to skip a meeting:
* How do we communicate with each other (in case someone is running late or is unable to make it etc...):
* How will we deal with chronic lateness or being sick to meetings:
* What does on-time really mean:
* What is our expected behavior regarding mobile phone use during meetings:
* Can we bring food to meetings (if yes, are there any allergies that the team needs to be aware of?):
* How do we deal with members who do not participate enough or distract others from our work:

**Decision-Making Process:**

*A structured decision-making process helps teams work collaboratively and make thoughtful choices without unnecessary delays or conflict*

* How are we going to make decisions:
* What decisions need to involve the whole team, and which can be made individually or by smaller groups:
* We as a team will use consensus (everyone agrees), majority vote or leader decision:
  + *Answer*
* How will you decide which method (if you are using multiple) is best for different types of decisions:
* What steps will we take to ensure quieter voices are heard:
* Who will document what was decided, and why? Where will these decisions be recorded for future reference:
* How will we handle situations where the team cannot reach an agreement:
* What will you do if a decision needs to be revised or reversed:

**Conflict Resolution Plan:**

*Conflict is normal in group settings and can often be more positive than perceived. It indicates that there’s an opportunity to strengthen something—whether it’s an idea, a process, or communication within the group. The key is to approach conflicts constructively, focusing on finding solutions rather than assigning blame. A strong conflict resolution plan ensures that disagreements are addressed respectfully and efficiently, helping the team grow stronger together.*

* When conflict arises in the group, how will you identify the issue and ensure that everyone is listening actively:
* How will you propose solutions to help resolve the issue:
* What is your action plan, what specific steps will be taken to move the team forward?
  1. .*fill in here"*
* What will the team do to avoid similar issues of conflict in the future:
* If the team cannot resolve the conflict, when and how will you approach your instructors for mediation:

**Accountability Measures:**

*These measures will ensure that everyone on the team follows through on their commitments and contributes to the project. It's not about blaming others when things go wrong, rather it is creating a supportive structure where everyone is responsible for their tasks and the team's overall success.*

* What steps will you take if someone cannot complete a task on time:
* How will the team support members who are falling behind:
* How will we recognize and celebrate when team members meet or exceed expectations:
* If accountability becomes a reoccurring issue, who will mediate or help resolve it:

**Timeline & Milestones:**

*A well-defined timeline and set of milestones provide structure to the project, helping the team stay on track and measure progress. Milestones act as checkpoints, ensuring that major tasks are completed on time and identifying areas that might need extra attention. This plan gives the team a clear roadmap, reducing last-minute stress and improving overall productivity.*

* What are the major phases of the project? What tasks or objectives belong to each phase:
* How will you check in on each other's process and track process:
* What tools will you use to stay organized:
* What buffer time will you include for unexpected delays or challenges:
* How will you handle challenges to the timeline if priorities shift?

**Other Team Goals:**

* What will we do if group members work does not hold up to our group standards:
* What does success look like for this project/team:
* What are potential risks or challenges for the team:  
  *(this could also be dates where member know that they will be away or unable to be reached)*
* How will you mitigate or address these risks proactively:

**Studio Team Charter Contract** (Part B)

We, the team named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree with the information documented in our team charter and will try our best to uphold this charter. By signing below, we indicate our commitment to our team. The group is expected to demonstrate positive cohesive teamwork while developing and presenting this assignment. All members of the group are to make equal efforts for the success of the group presentation. All group members are to fulfill the responsibilities of completing the assignment and making strong efforts for success related to group role expectations.

For the next several weeks, I will participate effectively in this group and strive to do the following;

* Come to class or group meetings on time (If I miss a group meeting, I will inform the group members ahead of time as aligned with the team charter).
* Come prepared to share with my group (If I am unable to prepare for the meeting or a portion of the assignment, I will make up additional work according to the group needs).
* Listen actively to what others must contribute (If I appear to not listen, my group peers can ask me to focus and pay attention).
* Be supportive of the efforts and initiatives of others (If I am too critical, my group peers can point this out and ask me to soften my approach).
* Always be respectful (If I demonstrate disrespectful behavior, my group members have the right to ask me to stop).

**Signatures:**

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**Divorce Clause:**

The group leader will determine if each member of the group is meeting their individual obligation and may warn the member(s) of poor contributions. When a group member(s) continuously causes group dysfunction, the leader and offending member(s) must meet with the teacher. When a group member(s) chooses not to meet the minimum expectations of positive group cohesion, that member(s) will receive a grade of 0 (zero) for the group deliverable and be removed from the group. The teacher has the final decision-making responsibility for group divorce.