OUR TEAM’S CHARTER

Directions –

Groups work better when members have a common understanding of the group’s goals and the ground rules for group activities. The purpose of this exercise is to help your group set some ground rules and goals.

Each member of your group will have some idea how the group should operate. This is the opportunity to share your thoughts so “simple misunderstandings” are less likely to arise in the future.

As a group, please complete the charter on the next few pages. When finished, please name your group (you can make up any name you like) and have each member sign the charter.

Finally, appoint one member of your group to place your charter in the assignment folder with the following naming convention – *“Assignment 1 – Team Charter – (Name of Your Team).doc”* **by 7pm on Tuesday, September 7th.**

**TEAM NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GROUND RULES:**

* Other than in class, when will we attempt to meet (what time, how often)?
* On average, how long should our meeting be?
* Where will our meetings take place?
* How do we inform each other when we can’t be there or are running late?
* How will we deal with lateness or missed meetings?
* How do we deal with members who don’t participate enough, participate too much or distract the group from its tasks?
* How are we going to make decisions?
* What will we do if a group member’s work doesn’t meet our standards?
* Who will submit the team’s deliverables to the instructor on the team’s behalf?
* Who will lead the team? What are team leader’s responsibilities?

**OUR GOALS**

* What is our group trying to accomplish?

**OUR COMMITMENT TO THE CHARTER**

We, the team named\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree with the answers in our charter and will try our best to uphold them.

Name: Signature:

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