*Within each group, students will follow the instructions below to develop a charter, or constitution, for decision-making and how to represent their groups. The team charter should include the following elements:*

*1) Goals;*

*2) Communication plan;*

*3) Work plan (including activities, deadline);*

*4) Decision-making procedures; and*

*5) Enforcement mechanisms.*

*You might also need to divide team members into at least the following roles:*

*1) assistant moderators;*

*2) librarians;*

*3) summarizers.*

*A member will be expected to submit the charter (PowerPoint slides) through the drop box at the LMS on the day of presentation and each group will present their Charter in class, including each of the above elements*