# Management Essentials

# Exercise #8

# Team Formation and Organization

There are two tasks that you should complete during this section of the course: First, you should develop a Team Charter; second you should develop your standard agenda.

***Team Charter***

It is recommended that you meet with your team to co-create your team charter. Then, meet with your coach and share this to get his or her feedback. The Team Charter may include the following items. Developing your SIPOC should be part of this exercise.

1. Statement of Purpose
2. Membership and Sponsorship
3. Process Responsibility
4. Process Boundaries
5. Performance Responsibilities
6. Principles
7. Communication Responsibility

***Standard Agenda***

Download the Standard Agenda Excel spreadsheet. Share this with your team and get their input as to the items that they think should be standard items. Take into account the length of time you have for meetings. Then share this with your coach and start using it with your team.

The Standard Agenda looks like the following:

