

Team Charter for Effective Collaboration

Purpose: The team charter is a framework to help your team work effectively together, establish clear roles, and avoid potential conflicts. It is a tool to enhance communication, align goals, and ensure accountability.

Team Objectives :

- Main aim of the project: _____

1. Roles and Responsibilities:

	Team leader
Week 1	
Week 2	
Week 3	

2. Roadmap/Tasks

Task/Content	Who's in charge?	Deadline	Risk & why?

3. Communication Protocols :

Daily/Weekly meetings on Teams, creation of a WhatsApp group, etc.

- Communication Methods: _____
- Frequency: _____

4. Conflict Resolution:

Anticipate potential conflicts and agree on strategies to address them. Agree on consequences for missed deadlines or lack of participation.

1. Address issues promptly in a team meeting.
2. Use "I" statements to express concerns (e.g., "I feel..." instead of "You never...").
3. Seek mediation from the instructor if conflicts persist.

Team Response:

- Conflict Resolution Plan: _____

5. Decision-Making Process:

1. Outline how decisions will be made:
 - Majority vote?
 - Consensus?
 - Delegation to the Team Leader?
2. Specify how dissenting opinions will be addressed.

Team Response:

- Decision-Making Process: _____

7. Signatures and Commitment:

Each team member should review and sign the charter to show their commitment.

Signatures:

Axel Hall
Carolina Ribeiro
Lucas Henry
Gonçalo Esteves