

# Team Charter

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"Don't tell people how to do things, tell them what to do and let them surprise you with *their results*." – George S. Patton

"Delegating work works, provided the one delegating works, too." – Robert Half

## What is a Team Charter?

A team charter is a document that is developed in a group setting that clarifies team direction while establishing boundaries. It is developed early during the forming of the team. The charter should be developed in a group session to encourage understanding and buy-in.

A team charter sets **minimum expectations** for **team behavior**. This document sets minimum expectations. Your team can add to these behaviors and responsibilities.

## Expectations and Accountability

Shared **expectations** create shared **accountability**. A **team** is responsible for holding each **team member accountable** for their **actions** or **lack of actions**.

**Be your word.** If you say you will do something, do it. The team is depending on you to do your part.

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## Team Leader

A Team Leader is more of a facilitator or in Agile Development - a "scrum master".

A facilitator is a person who helps a group of people:

- Work together to understand, plan, and meet their common objectives effectively.

A facilitator plans, guides and manages a group event to ensure that the group's objectives are met effectively, with clear thinking, good participation and full buy-in from everyone who is involved.

Choose a different team leader for each assignment. Rotate team leader duties to everyone on the team.

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### **Team Leader Responsibilities**

One person is responsible to submitting that week's project assignment.

The team leader is not responsible for doing all the work, only organizing, or getting everyone together. How the tasks are decided and assigned is up to the team.

1. Assign roles, tasks, and deadlines for each week. Make this process consistent from week to week.
  - a. Meet by Zoom or Skype early in the week. Brainstorm the assignment.
  - b. Create a WBS (Work Breakdown Structure). This is a task list with the responsible person for each task and a due date.
  - c. Assign different parts of the project to different people.
  - d. Ask all members to complete their piece.
  - e. You might create small groups to work on parts of the project.
  - f. Suggestion: Don't have individual deadlines right before the project is due.
2. Submit the completed project.
3. Complete the individual team member evaluation.

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### **Team Member Responsibilities**

1. Complete all work assigned by the team facilitator or agreed upon by the team by the due date.
2. Answer Outlook Group emails and participate within a minimum 24 hours.
  - a. The team may set higher standards for communication.
  - b. The team has permission to move on without you.

3. Stay in communication with your team.
4. Stay in communication with your team.
5. Be active and engage with the project.
  - a. Show evidence of active member participation in each project submission. Indicate who did which part.
  - b. Active engagement is not agreeing that that what someone else did looks good. Engage your mind and contribute. There is always something that can be modified.
6. Complete the individual team member evaluation.
  - a. Be honest with your evaluation of your peers, both positive and where more work is needed. This is a learning project; you can't learn without honest feedback.

Solve the problem. Do the work. Ask for help.

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## Collaboration Ideas

There is be a Blackboard Groups area for your group. This is used primarily for grading.

**Synchronous Communication:** Please use Zoom, Skype, Google Hangouts or another method of real time video, audio, screen sharing collaboration. Please send these invitations by Outlook Group email. The instructor may drop in to evaluate the meeting.

**Initial Meeting:** You will want to meet at the beginning of the week to plan, divide up the work and set deadlines. Have a scribe transcribe what occurs at this meeting. Email this out after the meeting. This helps hold everyone accountable for their part.

**Follow-up Meeting:** You may also want to meet partway through the week to see where everyone is at and finish up details.

**Asynchronous Communication:** Each team will use an Outlook Group in wncc.edu email for asynchronous communication. There is an email list, file/document sharing where everyone can work on documents, and a Notebook/OneNote for freeform documentation.

**Do not email documents back and forth:** Store your documents in the Files of your Outlook Group. Store your code in GitHub. This is not an individual project.

Solve the problem. Do the work. Ask for help.

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## Project Grading

**Project Grade:** The Project assignment gets a grade. This does not count for your individual grade.

**Your Grade:** Your grade for the project is calculated based on the grade of the Project assignment, your communication using Outlook Group email, other methods of participation evaluation, and your peer evaluation score.

Please be honest when evaluating how your team is working together. It is better to get feedback in this environment, than in the workforce where poor performance can cost you your job.