1. **Team name:** *Think of a name for a consulting company or non-profit organization.*
2. **Team Moto:** *Think of a catch phrase that will bring the team members together. This might be something related to your team name.*
3. **Project Manager:** *Identify who will be the team’s project manager.*

1. **Team Purpose:** *State the reasons for the team’s formation and the team’s purposes. Who are your stakeholders, and what are their expectations of and for the team?*
2. **Team Goals:** *What are the team’s project, process, and quality goals? To what level of performance are team members willing to commit, and what course grade are you collectively aiming for? Articulating these goals will make a difference in your team’s performance.*
3. **Team Member Bios, Roles, and Responsibilities:** *Write a short bio for each team member that outlines your experience and interests in terms of information technology. While some team responsibilities are shared by all members, collaborative teams work best when members also have unique roles and responsibilities. These could be technical and/or project-management related (e.g. team leader, meeting facilitator, documentation coordinator, information manager, technical lead, point person for communications, etc...).*
4. **Ground Rules:** *How and when will this team meet? What are the norms and ground rules that the team will agree to? For example, how will you conduct discussions and make decisions? How will you handle dissenting views among members? How will you hold each other accountable for living by these rules and for task completion? What kind of participation and level of commitment do you expect from one another?*
5. **Potential Barriers and Coping Strategies:** *What barriers to effective teamwork might potentially arise in the course of completing your capstone project and other team obligations, and how will you handle them as they materialize? What problems with team dynamics have you experienced in the past, and how will you handle them if they come up again?*
6. **Charter signed and dated by all team members and professor.**

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Professor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_