[Team Name]: Team Charter

A team charter helps create a shared understanding of the team's goals, processes, and expectations.

Instructions:

- 1. Make a copy of this document
- 2. Schedule a time for the team to meet to fill out this charter
- 3. Before you meet, replace the [highlighted] parts of the document with your team information
- 4. In the meeting, fill out each of the sections below with the information about your team

After you've filled out the sections, you can delete these instructions.

Team members

[your names]

Goal

[statement of your team's goal]

Project Information

Project Proposal: [link] Repository: [link]

Planning documents: [links]

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Processes

- Our team will meet weekly at [day / time]
- We will meet using [tool]
- The meetings [have / have not] been added to the calendar
- We will communicate regularly using [tool(s)]
- We will share documents using [tool]
- We will manage our project tasks using [tool]

Expectations

The sprint lead will...

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Team members will...

Key Dates and Milestones

Key dates, deadlines, and milestones for our project are:

[Event]: Date MVP Demo: [Event]: Date Final Demo:

Weekly Sprint Report Schedule

Each week, one person will be *sprint lead* for the week. The sprint lead will be responsible for keeping everyone on track that week, and submitting the sprint report in Gradescope.

The Sprint Lead will rotate each week, according to this schedule:

Week	Sprint Lead	Sprint Report	Submitted
2	[Name]	[link]	
3	[Name]	[link]	
4	[Name]	[link]	
6	[Name]	[link]	
7	[Name]	[link]	
8	[Name]	[link]	

Each week, add the link to that week's sprint report. Team members should add the tasks they completed, and any links relevant to the task.