LEARNING TEAM CHARTER

University of Phoenix

Course Title _____

Instructor _____

Course Dates _____

All team members participated in the creation of this charter and agree with its contents ☐ (Please check)

Team Members/Personal Information

Name	Phone	Fax	Email

Team Member Skill Inventory
(Areas individual members can contribute/want to develop)

Learning Team Goals
(May include project assignment goals, group process goals, quality level goals, etc.)

What are potential barriers to the achievement of these goals?

Ground Rules

Meeting schedule, locations, attendance expectations, agenda, assignment completion, communication methods, etc.

Conflict Management

What are potential conflicts that might arise among or between team members during this course? How will team members deal with these and other conflicts?

Faculty Member Feedback to Students

NAME	ROLE	RESPONSIBILITIES: BE SPECIFIC BY LISTING TASKS THAT WILL BE COMPLETED	
Mitch Halloran	Leader	assigns tasks; manages functions of team; facilitates team discussions online & face-to-face, makes	
		sure team stays on-task and accomplishes goals	
		Tasks:	
		Writes initial work plan draft on MGT/330 assignment for review and input by all team members	
		Writes LT Workflow chart, circulates for review/comment, and submits to Learning Forum	
		Gathers data for Control function;	
		Gathers data for Diversity and Ethics factors;	
		Prepares initial & final outlines for paper collaborating with Sam;	
		Writes 1st draft section on Planning function with all factors & ensures paper cohesion	
		Reviews/comments on 1st and 2nd/final draft/versions	
		Signs off on final PDF paper	
		Submits final PDF paper in individual form (only if needed by facilitator)	
Doug Spenser	Administrator	coordinates, collecting members contributions; completes logs; sends out notes of	
		meetings; makes sure charter, log, roles/responsibilities, worksheet are completed correctly	
		and on time; informs team of date/time/sites of meetings	
		Tasks:	
		Writes LT Log, circulates for review/comment, and submits to Learning Forum	
		Gathers data for Planning function	
		Gathers data for Global and Ethics factors;	
		Gathers data for Delegation section collaborating with Rick;	
		Signs off on all first draft outlines;	
		Writes 1st draft section on Organizing function with all factors & ensures paper cohesion	
		Writes 1st draft section on Delegation with all factors & ensures paper cohesion	
		Reviews/comments on 1st and 2nd/final draft/versions	
		Signs off on final PDF paper	
		Submits final PDF paper in individual form (only if needed by facilitator)	
Rick DeSoiza	Conflict Manager	mediates/resolves conflict; objective listener to encourage resolution; checks to assure rewarding relationships	
	Researcher	makes sure APA writing style is always used and proofreads team papers	
		Tasks:	
		Writes LT Roles and Responsibilities, circulates for review/comment, and submits to Learning Forum	
		Gathers data for Organization function;	
		Gathers data for Technology and Ethics factors;	
		Gathers data for Delegation section collaborating with Doug;	
		Signs off on all first draft outlines;	
		Reviews/comments on 1st draft/versions;	
		Collects all sections of 1st draft, and writes/finalizes 2nd draft with APA style and format for review/comments	
		Uses appropriate APA Writing Template in *https://ecampus.phoenix.edu/secure/campus/sacmain/faculty/CCCgenstudies*	
		Circulates final version for sign-off process from all team members	
		Proofs/submits final PDF paper to LT Forum for team or asks team members to submit in individual forums (per facilitator)	
Sam Lee	Researcher	lets all other members know where & how to find all resources to complete projects	
	Tech Support	helps members utilize rEsource properly; assists in setting up PowerPoint presentations	
		and other technical modalities the team selects to use	
		Tasks:	
		Writes LT Charter, circulates for review/comment, and submits to Learning Forum	
		Gathers data for Leading function;	
		Gathers data for Innovation and Ethics factors;	
		Prepares initial & final outlines for paper collaborating with Mitch;	
		Writes 1st draft section on Controlling function with all factors & ensures paper cohesion	
		Writes 1st draft section on Leading function with all factors & ensures paper cohesion	
		Signs off on all first draft outlines;	
		Reviews/comments on 1st and 2nd/final draft/versions	
		Signs off on final PDF paper	
		Submits final PDF paper in individual form (only if needed by facilitator)	

LT Workflow Chart (5-Week Course)   **Course: _____/_____**   **Start Date: _____**   **LT Leader:_____**

WEEK_2	WEEK_3	WEEK_4	WEEK_5
Dates:	Dates:	Dates:	Date:

Task(s):

TM:

Due Date:

Task(s):

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Due Date:

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Task(s):

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Due Date:

University of Phoenix

Legend: TM = Team Member

Directions: Fill in all appropriate cells and draw arrows to next point person. Draw "X" through unused boxes, if team has fewer than five members.

Tasks to Consider: Disseminate Assignments, Conduct Initial Research, Write Rough Draft, Write Introduction, Write Assigned Section, Write Conclusion, Merge Individual Documents, Submit to CWE WritePoint, Finalize Citations, Complete Reference List, Submit to CWE Plagiarism Checker, Finalize Changes, Send out for Final Team Proofing, Prepare PPT, Submit to Faculty, etc.

University of Phoenix

Group: Mitch's group _____ **Submission Date: 7/31/08** _____

Course: NFC _____

Instructor: Lisa _____

Meeting Type:

_____ In-Person   X ___ E-mail

X ___ Internet Chat   _____ Teleconference

_____ Other _____

Student Name (printed)	X = Participated
Doug	x
Rick	x
Mitch	x
Sam	x

Learning Objectives and Assigned Tasks	Activities and Outcomes
Initial contact, get started, establish schedule	Mitch took very active role in getting us started followed by Doug. Mitch's first communication Was the evening of 7/25 with plenty of follow up on Saturday. Doug and Rich chimed in on Saturday
Assign roles and responsibilities	Rick assigned group roles and responsibilities
Assign tasks and first draft of workflow	Mitch provided very thorough first draft of work flow. Raised good questions and provided Clarity on overall picture. Specific tasks from Mitch outlined below.
Doug's Tasks for week 2: (1)work with Rick to provide Paragraph on "planning" within the Hypothetical organization. (2) Provide paragraph To the team on the significance of "globalization" and a Paragraph on ethics. (3) Share first draft of log with Team. (4) Through research on topic, learn about Planning and globalization factors in business	1. has not yet worked with Rick on para on planning. 2. paragraph on significance of globalization and ethics in process 3. First draft of Team Log posted to Forum on Sunday As of 7/30 it appears most things are done
Doug's tasks for week 3: (1) work with Rick on "delegation" concept and examples. (2) provide Feedback/suggestions to Sam and Mitch	(2) Has provided feedback to Mitch.

Learning Objectives and Assigned Tasks	Activities and Outcomes
Doug's tasks for week 4: (1) Contribute to Rick for part of outline. (2) make sure all citations are referenced (3) circulate for final revision and (4) send final draft to Rick by August 21.	Done
Rick's tasks for week 1: (1) work with Doug to develop paragraph on "organizing" and paragraphs dealing with "technology" and "ethics" in their sample business (2) Provide input to Sam and Mitch. (3) Share first draft of Roles and Responsibilities with Team	Done
Rick's tasks for Week 3: (1) Work with Doug on "delegation concept and examples. Provide input to Sam and Mitch.	Done
Rick's Task for week 4: (1) Prepare title page and complete list of references. (2) assemble all completed parts of project. (3) Double check to confirm APA style employed.	Competed
Rick's task week 5: (1)Check for plagiarism (2) Assemble, distribute, and turn in final draft to instructor on forum. (3) Make final version available to team on Forum.	Completed

Students' Responsibility: Participation in Learning Team activities is an important factor in determining each student's final course grade. Team members should work together to complete this form and submit it at the workshop following the team meeting. The log should provide details regarding the meeting, the attendance/participation of members, the results and actions of the team, and reflections regarding how the team process might be improved.

Plus/Delta Exercise: What went well? What didn't go well? What will we do differently next time?   (see 2 of 2)

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University of Phoenix

Group: Mitch's group _____ **Submission Date: July 31, 2008**

Course: NFC _____

Instructor: Lisa_____

Meeting Type:

_____ In-Person   XX E-mail

XX__ Internet Chat   _____ Teleconference

_____ Other _____

Student Name (printed)	X = Participated
Mitch	x
Doug	x
Rick	x
Sam	x

Learning Objectives and Assigned Tasks	Activities and Outcomes
Mitch tasks for Week 2: (1) Develop paragraph on "controlling", "diversity", & "ethics" . (2) Develop workflow 1st draft with any revisions	Completed early in the week. Well done
Mitch tasks for Week 3: (1) Work with Sam to Develop outline of final paper (2) Provide input/support To Doug and Rick.	Provided helpful input for Doug early in the week
Mitch tasks for week 4: (1) write part of outline (2) make all Necessary additions to reference page, including all citations. (3) circulate final form on work flow with any revisions.	Everything is done except for finalizing everything.
Sam tasks for week 2: (1) develop paragraphs for paper on "leading" and the factors "innovation" & "ethics" (2) Develop Draft of Team Charter , requesting input from other team members.	Sam has completed both 1 and 2. His draft of the Team Charter looks great.
Sam tasks for week 3: (1) work with Mitch to Develop outline of paper. (2) provide necessary input To Doug and Rick	Done
Sam tasks for week 4: (1) write part of outline w/ Mitch (2) Make sure all citations are in reference section (3) Circulate team charter for revision	Done

Students' Responsibility: Participation in Learning Team activities is an important factor in determining each student's final course grade. Team members should work together to complete this form and submit it at the workshop following the team meeting. The log should provide details regarding the meeting, the attendance/participation of members, the results and actions of the team, and reflections regarding how the team process might be improved.

Plus/Delta Exercise: What went well? What didn't go well? What will we do differently next time?

So far what has gone well is initial organization, sharing of information has started well. The project is progressing well. Everyone is providing input and we are getting

the task completed in good time. Mitch has been most helpful providing assistance with the forms. _____

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LEARNING TEAM
ROLES AND RESPONSIBILITIES

NAME & ROLE	RESPONSIBILITIES
	(BE SPECIFIC BY LISTING TASKS THAT WILL BE COMPLETED)

NOTE: This is NOT an official Learning Team document.

This is a re-worked **Roles & Responsibilities** document which is not in the form of an Excel spreadsheet but presented as a fillable-form PDF, which is probably a document template that the university should offer.