**Team Charter Worksheet**

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Teams tend to work better when all members have a common understanding of the group’s goals and the ground rules for group activities. The purpose of this exercise is to help your group establish some ground rules and goals. Each member of your team will come to the group with their own understandings or ideas of how the team should operate. This is the opportunity to share your thoughts so simple misunderstandings are less likely to arise in the future.

**Directions:**

As a team, work through the questions on this worksheet to discuss and establish your team’s charter. Use the Team Charter template provided on Blackboard to create a formal charter document which you will need to save to the group folder on Blackboard. Additionally, your team will need to print a copy of the team charter, have each member of the team sign it and then submit this signed document to your tutor and place a scanned copy of it on Blackboard.

**Questions:**

What will be the name of your group?

****Other than class time, when will we attempt to meet (what time, how often)?

On average, how long should our meetings be?

Where will our meetings take place?

**QUT Library – Teamwork Teaching Resources**

Adapted from UTS <http://www.iml.uts.edu.au/learn-teach/groupwork/unit4.html>

When is it OK to miss a meeting?

How do we inform each other when we can’t come to a meeting or we’re running late?

How will we deal with lateness to meetings?

What does ‘on time’ mean?

What do we do about mobile phone calls and text messaging during meeting?

Can we bring food and drink to meetings?

How are we going to make decisions?

How do we deal with members who don’t participate enough, participate too much or distract the group from its task?

What are we going to do if there is conflict in the group about decisions we make or work we are doing?

What if a group member’s work doesn’t meet our standards?

What is our group trying to accomplish?

QUT Box.pngDo we have smaller goals or milestones? If so, what are they?