**Team Charter**

**Instructions for completing your team charter:**

This week, you should think about the information asked for in the charter and record your ideas.

Your team charter template is divided into four major sections:

1. Establishing team procedures
2. Identifying expectations
3. Timelines and milestones (your team’s process for planning a timeline and milestones)
4. Specifying the protocol and consequences for failing to follow procedures and fulfill expectations

Make your charter as specific as possible.

Instructions are in gray text. Delete any grey text as you fill in the form. Prior to turning in the charter delete the instructions on this page.

**Date:**

**Team Name:**

**Team Members:**

List names of team members in this section.

**Section A: Team Procedures**

1. **Communication** - Outline how the team will communicate with each other.
   1. Contact Information

List the contact information each team members will use for the purposes of the team assignments. If you decide not to share email addresses with team members, use the email feature in Blackboard for the team assignment and write ‘Blackboard’ in the chart.

Include the following in the contact information column.

* Contact information you wish to share (email, phone number)
* Preferred time of contact
* Preferred method of contact

|  |  |
| --- | --- |
| **Name:** | **Contact Information** |
|  |  |
|  |  |
|  |  |

* 1. Preferred methods of communication and how they will be used (add, delete and revise as needed):
* Email: To be used for…
* Team discussion board: Create and post timeline.
* Telephone:
* Collaborate:
* Other collaboration tools (e.g. Google Docs, Microsoft Teams):
  1. Synchronous meetings:

(Synchronous meetings are not required but they are encouraged. Specify if any synchronous meetings will be held or if all communication will be asynchronous. )

* 1. Asynchronous communication:
     + How frequently are team members expected to check their email, discussion board posts, and other forms of asynchronous communication?
     + How quickly are team members expected to respond to emails, discussion board posts, etc?
  2. Unavailability:
     + If any team members know they will be unavailable for a specific date, please list it in this section.
     + How should team members let the team know about changes to their availability?
  3. Failure to communicate with team:
     + What action will you take if a team member is not communicating within the time frame outlined above?
     + What are the consequences if a team member is not communicating within the time frame outlined above?
  4. Etiquette:
* Specify standards for polite and respectful communication.

1. **Roles of Team Members**
   1. Team Member Roles: You do not need to assign specific roles to team members here. You should list roles and responsibilities. What will be the leader’s responsibilities? Will team members be assigned specific roles?
   2. Feedback and editing: Will all team members provide feedback to one another? Is each team member responsible for editing their own work?
2. **Decision Making**
   1. Decision Making Method(s): How will decisions be made? By consensus, majority vote, or a member with a specific role?
   2. Modifying Decisions: What procedures will you follow when changes are needed to previous decisions?
3. **Record Keeping**
   1. Updates or Status Checks: How will the status of assigned tasks be reported to the group? How frequently will the status of assigned tasks be reported to the group?
4. **Conflict Resolution**
   1. Resolution Strategies: What strategies will the team use within the team to attempt to resolve conflicts?
   2. Intervention from the instructor: Under what circumstances will the instructor be asked to intervene?

**Section B: Expectations**

1. **Work Quality** 
   1. Assignment standards: What is the expected level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer review, etc.?
   2. Strategies to meet assignment standards:
   3. Disagreements about quality: How will disagreements about quality be resolved?
2. **Team Participation**
   1. Strategies to ensure cooperation and equal distribution of tasks:
   2. Strategies for encouraging/ including ideas from all team members:
   3. Strategies for keeping on task:

**Section C: Timelines and Milestones**

1. **Assignment Timeline**
2. Timeline Creation Policy: Outline the process that will be used to create a timeline for each assignment.
3. Timeline revision Strategy: It can be challenging to predict how much time is needed for each stage prior to beginning an assignment. In this section outline how you will handle revisions to the timeline, if necessary.

**Section D: Consequences for Failing to Follow Procedures and Fulfill Expectations**

1. **Infractions**
   1. Definitions: What constitutes an infraction? Will there be different levels of infractions, some more serious than others? Or will any infraction to the team charter result in the same consequence? Outline the differences between any infractions.
   2. Recording of Infractions: How will infractions be documented?
2. **Consequences of Infractions**
   1. Consequence of first infraction:
   2. Consequences of subsequent infractions:
   3. Notification to Instructor: At what point will you notify the instructor of infractions? Any notification must include inclusion of infractions by the student and an explanation of how the group handled the situation.
3. **Exclusion of Member from Team Assignment**
   1. Under what circumstances will you ask the instructor to remove a member of the team? This should be done as a last resort. The instructor may veto the group’s decision. Example: We will request that a member be removed from the team if he/she has not replied to email or used the discussion board for three consecutive days.