CAM CA DS Employer Project Team Charter

In collaboration with
FOURTH REV

Team performance, productivity and trust is enhanced when the team shares a common approach and sense of purpose. This document will help to guide you through the process and approach for developing a common sense of purpose for your Employer Project Team.

1. Purpose

Summarise the following questions in a sentence to help your team understand everyone's motivations and develop a common sense of purpose.

Team Member	What do you want to achieve in the Data Science Career Accelerator?	Why is this important to you?

2. Approach

Practise what you P.R.E.A.C.H: Collaboration rules made by teams, for teams.
Answer these 12 quick questions, then you will be ready to collaborate!

P	Project Management and Communication	What communication tools or channels will you use to collaborate and manage your project?
		How will you manage team workload & assign tasks?
R	Relationships and Team roles	Who is the project lead, defined here as the person who will coordinate the project? Will this role rotate at certain intervals?
		What roles will other team members undertake? Think about your technical strengths and your human strengths, do you excel at ideation or are you amazing at proofreading?
E	Empathy and Listening	How will you make sure all members of the team are heard?
		How will you reconcile different ideas, points of view, or disagreements?

A	Attitude and Availability	Choose three attitudes or values that define your team ethos.
		When are meetings held and what communication is expected outside of meetings?
C	Contribution and Escalation	What defines satisfactory contribution in your team?
		If contribution is lacking how will you address and escalate this?
H	Help and Feedback	How will you support your teammates?
		How and when will you give feedback on tasks completed or work in progress?

3. Team Name

Choose a team name that represents the uniques aspects of your team:

_____

4. Signed Agreement

I agree to abide by the agreements made as a team for the duration of the Employer Project.

I agree to contribute equitably to this project and maintain regular communication with my team.

I agree that failure to keep these agreements may result in being removed from the team.

_____ | _____

Team Member Name | Team Member Name

_____ | _____

Signature | Signature

_____ | _____

Team Member Name | Team Member Name

_____ | _____

Signature | Signature

_____ | _____

Team Member Name | Team Member Name

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Signature | Signature

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Team Member Name | Team Member Name

_____ | _Chiaki Tachikawa_____

Signature | Signature