Team Charter

Metric

* Ownership
* Openness
* Creativity
* Purpose
* Efficiency
* Don't Hear, Listen

3. Refine: Turn your notes into concise sentences.

2. Consolidate: Choose your groups top 6-8 standards.

1. Brainstorm: Use sticky notes to show your thoughts.

**Standards of Quality**

*What are your standards for high quality work and learning?*

Think about the level of quality you deliver and expect from your teammates.

**6**

* Achieving desired goals and accomplishments.
* Maintaining a high level of camaraderie.
* Validation from outside sources.
* Maintaining efficiency in our process.
* Individual and group learnings and growth.
* Creativity and innovation in our work.

3. Refine: Turn your notes into concise sentences.

Metrics of Success:

2. Consolidate: Choose your team's top 6-8 metrics.

1. Brainstorm: Use sticky notes to show your thoughts.

**Metrics of Success**

*What does success look like to you?*

Consider how success can be measured beyond a letter grade or score.

**5**

* Logistics Manager: note taker, agenda maker, time keeper
* Internal/External Email Lead
* Visual Designer
* Final Copy Editor

\*Use skill sets where they are relevant

3. Refine: Turn your notes into concise sentences.

2. Consolidate: Choose your team's necessary roles.

1. Brainstorm: Use sticky notes to show your thoughts.

**Roles**

*What roles are necessary?*

Determine the types of roles that will keep the team focused and drive productivity.

**4**

utilize skillsets where relevant

Internal/Ext ernal Email

Copywriter

Visual Designer

Logistics Manager

* Maximize our unique skill sets.
* Use our tools situationally, flexible depending on the project.
* Be able to step up and step back when necessary.
* Always address concerns, don't be afraid to speak up.
* Maintain a high level of camaraderie.
* Due your diligence outside of group work.

3. Refine: Turn your notes into concise sentences.

Group Norms:

2. Consolidate: Choose your team's top 6-8 norms.

1. Brainstorm: Use sticky notes to show your thoughts.

**Group Norms**

*How will you work?*

Establish a framework of ideals that you can expect each other to abide by.

**3**

* Offer unabashed honesty to each other.
* Everyone has an equal stake in group decisions.
* Contribute to an enjoyable work environment.
* Push each other to succeed and bring out the team's best.
* Consider efficiency in the work process.
* Trust each other's constructive criticism.

3. Refine: Turn your notes into concise sentences.

Core Values:

2. Consolidate: Choose your team's top 6-8 values.

1. Brainstorm: Use sticky notes to show your thoughts.

**Core Values**

*What do you care about?*

Discuss which shared values can help guide how you approach your work and how you collaborate with each other.

**2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Unabashed Honesty | think big | communica tion logistics | efficiency / effective process | thoughtful, purposeful discussions | effective communica tion |
| push each other to succeed / achieve | bring out the best in each other | pair critique with solution | enjoy yourself | everyone has equal stake | everyone has a voice |
| remove egos | accountabili ty | Trust constructiv e criticism | understand criticism | contribute to an enjoyable workspace | open to new ideas |

|  |  |  |
| --- | --- | --- |
| Unabashed Honesty | everyone has equal stake | enjoyable work environmen t |
| push each other to succeed / achieve | efficiency / effective process | Trust constructiv e criticism |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Maximize Skillsets | use tools situationally | maintain high level of camaraderie | mindful of others' schedules | speak up | share thoughts |
| prioritize agendas | efficient meetings | always address concerns | step up, step back | individually reflect on past meetings |  |

|  |  |  |
| --- | --- | --- |
| Maximize Skillsets | use tools situationally | step up, step back |
| always address concerns | maintain high level of camaraderie | due your diligence outside of groupwork |

|  |  |  |
| --- | --- | --- |
| Logistics Manager | Visual Designer | Internal/Ext ernal Email |
| Note Taker | utilize skillsets where relevant | Copywriter |

|  |  |  |  |
| --- | --- | --- | --- |
| achieving goals | efficiency in our process | creativity and innovation | procure positive results |
| maintaining  camaraderi e | positive work enviornmen t | individual and group learning | outside validation |

|  |  |  |
| --- | --- | --- |
| achieving goals | creativity and innovation | individual and group learning |
| maintaining  camaraderi e | outside validation | efficiency in our process |

|  |  |  |  |
| --- | --- | --- | --- |
| have a purpose | efficiency | no excuses | don't just hear, but listen |
| creativity | openness | always deliver | consider multiple perspective s |

|  |  |  |
| --- | --- | --- |
| no excuses | openness | have a purpose |
| creativity | don't just hear, but listen | efficiency |

The best way to set your team up for success is to create a *Team Charter: a set of concepts and skills that focus your team.*

**Team Charter**

**Team Members:**

David Chin, Jeanette Melgaralo, Keji Zeng, Daniel Quon, Jennifer Connely

**Organization/Affiliation:**

California College of the Arts, MBA in Design Strategy Program

**Core Values**

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**Team Roles**

* Logistics Manager: note taker, agenda maker, time keeper
* Internal/External Email Lead
* Visual Designer
* Final Copy Editor

\*Use skill sets where they are relevant

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* Maintaining a high level of camaraderie.
* Validation from outside sources.
* Maintaining efficiency in our process.
* Individual and group learnings and growth.
* Creativity and innovation in our work.

**Standards of Quality**

* [ Standard 1 ]
* [ Standard 2 ]
* [ Standard 3 ]
* [ Standard 4 ]
* [ Standard 5 ]
* [ Standard 6 ]
* [ Standard 7 ]
* [ Standard 8 ]

Social

Stubborn

Going Slow

Communica tion

Time Manageme nt

Weaknesses:

Weaknesses:

Weaknesses:

Weaknesses:

Weaknesses:

Weaknesses:

Weaknesses:

Project Attention to

Managing Detail

Project

Manageme Organizing nt

Planning

**Team Members**

*Who is on the team?*

Each team member list 2 of their strengths and 2 of their weaknesses to help better understand each other.

**1**

Analytical Thinking

Visual Design

Visual Design

Tangents

Saying No

Speaking

Empathic Perspective

Communica tiion

Work Ethic

Analytical Thinking

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| David Chin | Jeanette Melgaralo | Keji Zeng | Daniel Quon | Jennifer Connely | [ Name ] | [ Name ] |
| Strengths: | Strengths: | Strengths: | Strengths: | Strengths: | Strengths: | Strengths: |

Use the 6 sections below to craft the framework of your team charter.

**A**

Transfer your thoughts from the 6 sections into an organized charter.

**B**