Sample Team Charter - this is compiled from different student team charters

Goal	Rule	Rationale
Manage time effectively	Be punctual, or let team mates know you will be late.	This avoids wasting time, ensures all members have current information, and sets a productive and efficient tone of the meeting.
	Create an **AGENDA** for each meeting. Anytime a member feels we are off-track, we will refer to our agenda and re-focus.	This ensures group meeting are making steady and efficient progress, and prevents going off on tangents. It also ensures all group members are aware of the group's goals and motives during that meeting.
	End each meeting with an overview of what has been decided, what tasks will be completed by whom and by when, the next meeting time, and what the next meeting is going to be about. Make sure everyone has copy of this info.	This will help clarify what the plan of action is and what members can expect from each other. It will help to keep everyone on task and making continual progress.
Communicate constructively and effectively	Team members will • show each other respect and listen carefully to all ideas and opinions • be open to constructive criticism • question each other's ideas respectfully and constructively	This ensures that we will not miss out on innovative ideas and that all members' ideas and opinions are heard in a respectful environment. Accepting constructive criticisms ensures that all ideas are carefully considered before being implemented.
	We will communicate via the group Facebook message. The meeting **MINUTES** will be posted on the group message board. All team documents will be posted on Google Drive for approval by all team members prior to submission	This ensures we all have up-to-date information and have a chance to give input or make changes. Documents can be reviewed and edited prior to submission by all group members, which ensures all group members are happy with the completed work.
Set reasonable expectations **and** **Achieve high quality results**	All team members will share equally in the workload, and where possible, members will be encouraged to work on the areas of the project they enjoy the most/are best at, or want to improve on. Each member will keep a **WORK LOG** to document their time spend and tasks completed.	This will improve motivation and efficiency as people tend to want to do activities they are good at, and perform better at tasks they enjoy. Keeping log allows us to compare how much time we are all putting into the project to ensure equity.
	Each assigned task should be completed with the goal of attaining the highest mark possible.	This will ensure that we always strive to achieve the best results we can, and be everyone knowing that we worked to the best of our abilities.
	Tasks should be completed 2 days before the due date whenever possible. If not, let others know as soon as possible so the task can be reassigned and completed before it is due.	This will help ensure that enough time is available that the task can be completed by other team members. Creates accountability and trust.
	Members should be willing, within reason, to help each other out when asked.	This will help build trust between team members help us to start uncovering what each of our strengths and weaknesses are.