



MBA 590 – Strategic Leadership & Management Capstone

Team Charter

First things first... let's start with a Team Charter. As a team, discuss the following questions and topics. Complete the Team Charter document (page 2) and submit your final version to Canvas.

Why: What do we (collectively) hope to take away from this project experience? What goals do we have as a team?

What: What tasks do we need to perform, and what skills do we have on our team? What other team roles should we have (e.g., taking notes in team meetings, following up on action items, submitting assignments, being the PowerPoint expert, team culture guru, grammar, and language editor, etc.)? What organization are we going to analyze?

How: What norms do we want to have? What rules do we want to establish as a team? How do we manage situations where a team member doesn't meet expectations or keep commitments? What does it mean to be a full contributor? What are the days, times, and format (Zoom, Teams, etc.) of our weekly, recurring meeting?



Why	Team Goals	
What	Tasks/Roles	
How	Team Norms, Rules, Expectations	
	How to hold team members accountable	
	Weekly Team Meeting: day, time, location	



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