

TEAM CHARTER

A team is a *small number* of people with *complementary skills* who are committed to a *common purpose, performance goals*, and approach for which they hold themselves mutually *accountable*. A team whose members work well together can outperform even the most talented collection of individuals whose efforts are not mutually supportive and accountable. Effective teams complement strengths of their members; compensate for weaknesses; meet basic needs (motivators) through affiliation, respect and esteem; can develop a cohesive and trusting work environment and provide development of leadership and other team building skills. The following are characteristics of high performing teams:

- Committed to the completion of **common goals**
- Members demonstrate **open and candid communication**
- **Diversity** is used to create strength
- The team **supports** and builds up members
- Spends time to **get to know** team mates
- Members are involved and **participate** actively and willingly
- Has a climate of **trust & loyalty**
- Has **well planned meetings** that end with decisions and actions
- Has **processes** for resolving conflict, solving problems and making decisions
- Has established team **norms** for functioning
- Has clearly defined **roles and tasks**
- Has determined **timelines**
- **Monitors** their progress on an ongoing basis
- **Celebrates** reaching milestones & successes
- Has **Fun!**

Developing the team contract should accelerate your team's development by establishing a common direction, mission, goals, procedure, and roles to move the team to the performing stage.

Team Name: Give your team a name. Does your team have a "motto" they would like to live by?

Team Purpose & Mission: Provide a brief description of the purpose of your team & your team mission statement (i.e. why does your team exist?) Summarize your team project details.

Team Goals: State your team goal using the SMART format (Specific, Measurable, Attainable, Relevant, and Timeline). Goals include objectives for the project, course, and team (e.g. grade goal). Make sure that each goal is linked to the mission statement and that they show specifically what the team is supposed to accomplish.

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Team Roles: Identify team roles with a “job description” (who does what tasks - be specific). Include roles such as leader, minute taker, agenda maker/distributor, file keeper& methods, editor, researcher, Buddy system? Etc.)

Name:	Role:	Job Description:

Communication Strategy: Include **Meeting Information:** Weekly Meeting Time, Location, how will the team communicate; **Meeting structure** (who will create & distribute agendas? When? what file keeping methods will you use? when/where you will meet? how will meetings will be organized and run?); **Expected behaviours** and rules for meetings e.g. Expectations for attendance, punctuality

Communication Strategy:		
Name:	E-mail:	Phone numbers:
		Home: Cell:
		Home: Cell:
		Home: Cell:
		Home: Cell:
		Home: Cell:
		Home: Cell:

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Ground Rules/Team Expectations: Develop a list ground rules that all team members have agreed to follow using the SMART format. Establish boundaries for your team by developing statements that describe how team members are to behave and perform together on the project.

Some examples may include:

- | | |
|--|--|
| Attendance is mandatory at all meetings | Be accountable (never miss a deadline, help others) |
| Participate (ask questions, give opinions) | Arrive on time (5 minutes before each meeting) |
| Submit quality work (grammar, spelling) | Respect each other (discuss & disagree on task not people) |

List the ground rules ALL team members have identified and agreed to follow. Be specific. What standards characterize “quality” work? How active is “active participation”?

Consequences: Develop a list of consequences appropriate for team members breaking the ground rules your team has established. They should be SMART, enforceable and agreed to by all team members. What sanctions will be invoked? (Define specific grade deductions? removal from the team?) How they will be carried out? What intermediary steps, if any, will be taken to deal with unacceptable behaviour? What about positive team behavior? If one member picks up the work for another team member do they get their portion of the mark? If someone never misses anything should they get a bonus for their contributions? Consequences define how a member’s behaviour will or will not affect their share of **any** team mark!

Ground Rule:	Consequence:

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Decision-making & Conflict Strategies: Identify a decision-making and conflict strategy process you will use. Include decision-making and conflict structure (e.g. how does the team make decisions or resolve conflicts? does majority rule? Does it have to be unanimous? Etc) Include expected behaviours and rules for decision-making & conflict resolution (e.g. in case of a tie does the leader decide? Will we stay with the decision until we all agree, etc? To resolve the conflict does the team do a round robin to discuss? Does the leader handle it?)

Team Contract:

Team members sign off:

We the group members have prepared this contract together and we hereby agree to the above noted requirements of each one of us. Signed, this _____ day of _____(month), _____(year).

_____	_____
_____	_____
_____	_____

This signed contract needs to be handed in to your instructor once complete.