# GH811 Team Charter [Template]

Team Name:
Members:
Meetings:

1. What does each team member want to get out of this project of experience?

2. What do I have to offer others?

3. What are my personal preferences/work styles?

4. Choose a name for your team and be able to explain why the name is appropriate.

5. Discuss your specific expectations for the performance of:

6. Reach consensus on the team's goals and expectation and write them in measurable, performance-based terms.

7. Decide on the procedures that the team will use to communicate and manage itself.

8. Identify the team's policies, rules, or norms: the behaviors that constitute for grounds for initiating each procedure.

9. Develop a timetable for the milestones in your project and identify meeting time and places. Discuss the tasks that are necessary for the project completion.

10. Discuss the roles that will be needed in order for the team to function and communicate well (process roles) and those that are necessary to complete the project (task roles). When appropriate, identify and assign specific roles.