



Team Charter Worksheet

After completing this worksheet and deciding on the elements of the team charter, these decisions should be recorded in a **Team Charter Agreement**. This should be a living document that is brought to all meetings for reference and amendment.

Team Name:	
Purpose	<i>Summarize in a few sentences what need this team is responsible for addressing. What products or decisions will it be involved in?</i>
Responsibility/ Decision Role	<i>Who does this team report to? What role is it responsible for playing in decision making?</i>
Membership	<i>Who is on this team? Who else needs to be on this team? How large is this team? How are new members selected and approved?</i>
Community Agreements	<i>In order for this team to do its best work and to feel safe and productive, what agreements do we need about how we will work together and communicate with each other?</i>

<p>Short Term Goals</p>	<p><i>What do we want to accomplish in the next few months? What tasks and activities will we engage in? How would we know if we were successful?</i></p>
<p>Decision Making Process</p>	<p><i>How will this team make decisions (e.g. consensus, majority rules)? What decision making protocols will be useful?</i></p>
<p>Meeting Time & Length</p>	<p><i>When and for how long do we need to meet in order to accomplish our goals?</i></p>
<p>Meeting Roles</p>	<p><i>What team roles (e.g. Facilitator, Time Keeper, Note Taker, Process Observer) will we use? Are these roles fixed or rotating?</i></p>
<p>Meeting Norms</p>	<p><i>What procedures and habits do we need in order to be productive?</i></p>