TEAM CHARTER

Team Name & Logo:

Team Vision:

Team Values:

Analogy or Metaphor to Describe Your Team:

Roles: (each of these roles should have a description of the tasks, not just the name of the person assigned to that role)

- Leader/Chair
- Coordinator
- Recorder
- Time Keeper
- Researcher
- Writer
- Editor
- Facilitator
- Process Observer
- Quality Checker
- ........ others as appropriate for your team
Processes: (*each of these processes should have a detailed description of your agreed-upon process*)

- Communication
- Decision Making
- Conflict Resolution
- Innovation
- Accountability
- Meetings – F2F and virtual
- Gantt chart of all assignments (individual and team) for all the courses for the term
- ....... other processes as appropriate for your team

Relationships:

- DISC Styles – highlight key points from each person’s profile
- Highlight 3 Dos and 3 Don’ts When Communicating for each team member
- Our experience
- Any special requirements (i.e. work schedules)
- Managing our cultural differences
- ........any other pertinent information

Team Strengths & Challenges:

- Team Wheel
- Strategies to use our strengths and compensate for our weaknesses (if not discussed in roles and/or processes)

Individual Goals (for each member):

Individual Rewards (for each member):

Team Goals:

Team Rewards:

Signatures and Date:

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