Team Charter

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| **Team Name** |  |
| **Team Members & Roles**  (e.g., project manager, notetaker, etc..; are these constant or do you rotate?) |  |
| **Challenge Topic** |  |
| **Team Goals**  What do we hope to achieve? |  |
| **Desired Outcomes**  How we’ll know we’ve met our goals? |  |
| **Team Process**  How frequently do we want to meet?  How will we coordinate our research and working sessions?  How will we keep each other informed? (phone, email, …)  What tools do we want to use for collaboration? |  |
| **Potential Risks**  Any internal or external factors that could get us off track? |  |