

Team:

Purpose of a Team Charter:

This team charter establishes shared expectations and guidelines for how our team will communicate, make decisions, and resolve conflicts to ensure a productive and respectful working environment.

Mission Statement

This groups mission (why the team exists) and vision (what the team hopes to achieve long-term) are as follows:

Communication Norms

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- All team members will communicate respectfully, listening actively and without interrupting.
 - We will use the following agreed up designated communication platform(s) and methods:
 - Team members agree to respond to messages within this _____ timeframe (such as 24 hours).
 - Meetings will begin on time and participants are expected to come prepared. Each meeting will have an agenda and adhere to time limits.
 - A note-taker and timekeeper will be assigned for each meeting to ensure efficiency and accountability.

Decision-Making Processes

Our team aims for consensus when making decisions. If consensus cannot be reached, we will use a majority vote.

The team leader or project manager will facilitate decision-making and ensure that all voices are heard.

All decisions will be documented in this shared space _____ (such as SharePoint/Google Drive) to maintain transparency and clarity.

Conflict Resolution Strategies

Team members are encouraged to address issues as soon as they arise, directly and respectfully.

1. Conflicts should first be discussed privately between the individuals involved. 2. If the issue remains unresolved, a neutral team member or supervisor will mediate the

discussion. 3. We will focus on understanding each other's needs and finding mutually beneficial solutions rather than defending fixed positions.

Team Goals

Our team will collaboratively define clear, measurable, and time-bound goals that align with the overall project or organizational mission. These goals will serve as a shared roadmap, guiding our efforts and helping us evaluate our progress and success.

Timeline and Milestones

Outline key project phases, deadlines, and deliverables will be noted and tracked below: