# **Team Charter Template**

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| **Project Name:** | **Date:** | **Customer:** |
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| **Summary of Our Commitment** | *Group statement of purpose and commitment to work together to produce high-quality output on-time and on-budget* |

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| **Our Ground Rules** | *What shared guidelines and values will help us work best together?* |
| * Clear responsibilities/deadlines
* Help one another out
 |
| **Interpersonal Guidelines** | *How will we build and maintain good working relationships?* |
| * Supportive criticism
* Find ways to incorporate fun/creativity
* We will work best when...
 |
| **Decision-Making Guidelines** | *How will we come to the various decisions we have to make?* |
| * Who will lead/guide decisions
* One person has final say?
* Consensus or vote?
 |
| **Meeting Guidelines** | *How will team meetings be conducted?* |
| * Agenda
* Timekeeper?
* Notes/summary of tasks
 |
| **Communication Guidelines** | *How will we communicate among ourselves and with stakeholders?* |
| * Mode of communication: in-person, email, phone, videochat, text, IM, Facebook, etc.
* Caution with tone
* Communication follow-ups
 |
| **Information Management** | *Where will documents be stored and updated?* |
| * Google Drive, OneDrive, DropBox, email attachments, other?
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| **Name** | **Team Role** | **Telephone** | **Email** |
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**Timeline/Schedule**

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| **Dates** | **Lead Member** | **Milestones/Deadlines** |
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