

# TEAM CHARTER<sup>i</sup>

**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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