



Use this form to create your own team charter. See the [Teamwork document](#) for details.

TEAM CHARTER

Team name:

Date:

Charter version:

Team member names

Relevant skills and experience

People/team and project skills

Meeting roles and responsibilities

E.g. convener (organises meetings and agenda), note-taker/recorder (takes and distributes meeting notes), monitor (keeps meetings on track and on time).

Team purpose

Why has the team been formed? What are the key objectives (these may be the high level or best-case goals)?

Conditions of satisfaction

What is a 'good enough' outcome – the minimum achievement that team members are comfortable with?

Commitments

What commitments are you making to each other? For example, be respectful, complete tasks on time.

Making decisions

E.g. consensus after discussion? Any conditions when not by whole team consensus?

Managing conflict

Example strategies: seek to understand the perspective of the other person/people; try for a solution where everyone benefits; seek a mediator if necessary

Preferred contact information

Email address, phone number, etc.

Communication guidelines

How, when, expected response times