

Team Charter Template

A team charter defines the purpose of the team, and sets ground rules for working together including expectations, communication frequency and methods, how decisions will be made, and how conflicts will be handled.

To complete the charter, answer the questions below with the team during a facilitated session. It's important for all team members to have input and come to agreement on the terms. Co-development and use of a team charter improves team cohesion and reduces confusion about direction and process.

What will you work on? (title or short description of the effort the team will engage in)

[Insert text here]

Why are you working together? What do you expect to accomplish? (describe objectives that are within the control of the team)

[Insert text here]

What are the ground rules for working together? In other words, what can the team members expect from one another? See Resources below for examples.

[Insert text here]

How often will the team communicate (daily, weekly, monthly, as needed)?

[Insert text here]

How will you communicate (describe all the ways—meetings, email updates, phone calls, collaborative software, etc.)?

[Insert text here]

How will meetings be managed (agenda development process, who facilitates, who takes notes, virtual or in-person or both)?

[Insert text here]

How will the team make decisions (voting, consensus, single decision maker)?

[Insert text here]

How will conflicts within the team be handled?

[Insert text here]

Where will meeting notes, the team charter, and any other documentation related to team communication/collaboration be housed? Provide a breadcrumb trail to access.

[Insert text here]

Who is on the team (name and defined role)?

[Insert text here]

Agreement by members (could be signatures or verbal)

[Insert text here]