



One of the most basic but often overlooked elements necessary for team success is a team charter. A team charter can bring much needed direction and clarity to a team, before it begins task deliberations. Team charters can help teams save time, avoid unnecessary diversion or conflict, reduce ambiguity, and aid productivity.

Take some time with your team members to discuss how you will function as a team and what you expect to achieve through your work together. The form below will help guide your discussion.

Ground Rules

Ground rules, or group norms, address expected behaviors. The ground rules act as a code of conduct for team members and provide a basic structure for conducting effective team work. What norms will your group adopt around the following areas?

Attendance: What are your expectations around attendance at meetings? What are acceptable reasons to miss a meeting? What will be done when a member is does not participate?

Preparation: What is expected with regards to meeting preparation and completion of assignments?

Participation: What are the expectations about being honest and open in sharing beliefs? About listening to diverse opinions? About contributing to the work of the group?

Decision Making: How will decisions be made – consensus or majority rule?

Conflict: How will you address conflict or differences of opinion?

Work Plan Template

Team Charter



Partnership &
Leadership

Violations: How will your group deal with violations of the agreed upon rules?

Setting up team meetings:

Roles

How will you divide up your tasks? How will you manage your meeting time? Who will manage your meeting time?
How will you communicate between meetings?

NAMES & SIGNATURES OF TEAM MEMBERS:

Your signature represents your commitment to your team's ground rules and roles.

Print name

Sign here
