**Team Charter**

**Instructions**

A team charter is a type of contract outlining the way of working and governance of the team processes. There are many different formats for a team charter. This team charter will cover the following sections:

1. Communication & way of working
2. Roles
3. What if

**Steps for creating the team charter**

Creating the team charter will involve two distinct phases: an individual reflection phase and a team-working phase. During the individual reflection phase each team member will take some time to consider their unique profile and what they can bring to the team. The second phase will involve team discussion to fill out the sections in the template.

**Individual Reflection Phase**

Please take 5min now to reflect upon your personal profile. Use the insights from your previous (team) work experience and the Belbin team roles to fill out the questions below, record answers for each team member in the relevant section on the team charter.

1. Are there any relevant past experiences with teamwork that inform you about how you work in a team?
2. Do you have any time constraints (e.g., when you are available to do your part)?
3. What are your strengths and weaknesses relevant to the upcoming projects?
4. How you work best
5. Anything else the group needs to know

**Team Working Phase**

In this phase the team gets together and fills out the following sections:

* Communication & way of working
* Roles
* What if

**Team Charter Template**

Team name:

…………………………………………………………………………………………………………………………………………………

Enter the names of all team members here below:

Name: …………………………………………………… Name: …………………………………………………………………

Name: …………………………………………………… Name: …………………………………………………………………

Name: …………………………………………………………………

**Responses from Individual Reflection Phase**

|  |  |  |
| --- | --- | --- |
| *Name* | *Answers* | |
| Any time constraints | | |
|  |  | |
| Strengths and weaknesses | | |
| Team Member | Strengths | Weaknesses |
|  |  |  |
| How do you work best? | | |
|  |  | |
| Anything the group needs to know | | |
|  |  | |

**Communication & way of working**

What platforms you will be using for communication and working (e.g. dropbox, whatsapp, google drive, email)? Frequency of meetings?

**Roles**

Who will take on what role? Look at your Belbin Team roles for this. E.g. who will focus on research, who will do the final editing before submitting assignments, etc.

**What if?**

What will happen if team members do not stick to the agreements in this team charter? E.g. coming late for a meeting, not submitting work on time. What will happen if a conflict arises in the team?

We have reached a consensus on the terms of our contract and performance plan. We understand what the expectations are for our team and hereby commit as a team to abide by them.

Name: ……………………………………… Date and signature: …………………………………………………………

Name: ……………………………………… Date and signature: ………………………………………………………….

Name: ……………………………………… Date and signature: ………………………………………………………….

Name: ……………………………………… Date and signature: …………………………………………………………

Name: ……………………………………… Date and signature: ………………………………………………………….