

## Team Charter

Team Name: \_\_\_\_\_ Date: \_\_\_\_\_

**GOALS:** What are our team goals for this project?  
What do we want to accomplish? What skills do we want to develop or refine?

**EXPECTATIONS:** What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

**POLICIES & PROCEDURES:** What rules can we agree on to help us meet our goals and expectations?

**CONSEQUENCES:** How will we address non-performance in regard to these goals, expectations, policies and procedures?

Adapted from: Carnegie Mellon University – Eberly Center  
<https://www.cmu.edu/teaching/designteach/design/instructionalstrategies/group-projects/tools/index.html>

We share these goals and expectations, and agree to these policies, procedures, and consequences.

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Team member name

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