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TEAM CHARTER

TO BE REVIEWED ON A QUARTERLY BASIS

A **Team Charter** is a **statement of agreements** between a group with common interests that **guides how they interact together, adds value to their team, and outlines accountabilities** to their stakeholders and each other. Charters are developed through collective dialogue leading to team consensus and a personal commitment by each member to the elements of the charter.

Key Elements:

- Team Purpose
- Team Structure & Roles/Responsibilities
- Team Processes
- Relationships

TEAM PURPOSE

TEAM STRUCTURE & ROLES/RESPONSIBILITIES

TEAM PROCESSES

Team Huddles:

Team Meetings:

Team Decision-Making:

Team Communication:

Knowledge Exchange with other teams:

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RELATIONSHIPS

Team Values:

Standards of behavior (aka the way we want to work together):

Decision Making:

OTHER

Other insights we would like to record in this Charter:

TEAM SIGNATURES

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____