

## What to include in your team charter

- What outcome are we trying to achieve (goals)?
- What do individual members care about most? (Time, quality, participation?)
- How do we make decisions?
- Who is in charge (and what does that mean)?
- How do we coordinate efforts (information flow)?
- What are our expectations about
  - Participation levels
  - Response times
  - Quality of work
  - Decision making
  - Editing
  - Giving/receiving feedback
  - Dealing with conflict
- How do we measure success?
- What are the consequences of not meeting expectations?
- How will we respond?