

TEAM CHARTER

Team Background or Purpose:

What is the purpose of this team? What research problem or task is the team currently addressing? How does your individual project impact overall lab goals or objectives?

Team Mission Statement and Goals/Objectives:

- 1) Goals, outcomes or objectives: outline individual and overall lab goals. Accomplishing each goal should impact the team's overall success.*
- 2) How is overall mission and individual goal success defined? 3) Describe the expected benefits/rewards of success.*

Resources and Capabilities:

Do you have the resources and technical skills you need? Where do you look for resources/additional help? Do you need additional training?

Roles and Responsibilities:

1) What are you currently working on (in brief)? 2) Who do you primarily work with daily? 3) How is your time allocated each week?

Team Operations:

*1) How do you provide progress updates? 2) How often are lab meetings held? Are they useful in advancing work and solving problems? 3) Is the workload manageable?
4) How are internal conflicts resolved? 5) Do you share data or knowledge with other members?*

Team Assessment:

1) At what point does your responsibility end and another's begin? 2) How effective has the team's collaboration been? 3) How is your performance evaluated? 4) When do you expect to be finished?

