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| GROUP NAME: | | |
| TOPIC | SAMPLE QUESTIONS TO ADDRESS EACH TOPIC | TEAM CHARTER |
| Purpose and Key Responsibilities | What is our purpose; why do we exist? |  |
| What are our key responsibilities as a team? |  |
| What are others counting on us to do? |  |
| Vision | What do we want to accomplish, achieve, or create as a team? |  |
| What will be the impact of our collective efforts? |  |
| Values | What are the most important values that we will adopt to guide our actions and decisions as a team (e.g. integrity)? |  |
| What are the specific behaviors that describe each value? (e.g. integrity  = we do what we say we will do) |  |
| Goals | What are our shared team goals and deliverable? |  |
| How will we measure our success? |  |
| Mutual Expectations | What specific behaviors do we want and expect of each other? |  |
| What behaviors would negatively impact our working relationship? |  |
| What is the best way to give each other feedback? |  |

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| GROUP NAME: | | |
| TOPIC | SAMPLE QUESTIONS TO ADDRESS EACH TOPIC | OPERATING PROCEDURES: |
| Team Meetings | How often will we meet? |  |
| For how long? When & where? |  |
| How will we develop meeting agendas? |  |
| Who will lead or facilitate our meetings? |  |
| How will we keep track of our decisions and agreed-upon actions? |  |
| Communication | What is the best way to communicate with each other and keep each other informed? (e.g.  GCCollab, hangout, skype, e-mail) |  |
| How quickly do we agree to return phone calls, messages, e-mail? |  |
| How and what will we communicate to our key constituents? |  |
| Decision-Making | What will be our primary decision- making method? (e.g. consensus) |  |
| What decisions will we make on our own? |  |
| What decisions will require agreement among all team members? |  |
| Conflict | How will we resolve disagreements? |  |
| How will we handle if we do not follow through with our agreements? |  |
| Reflection | How and when will we evaluate our team performance? |  |