

Team Charter

National University of Singapore, Department of Pharmacy, Team-Based Learning Orientation Workshop

Creating a team charter will help you to learn about your team members and put some structure or boundaries around the group process. In order to build the best team possible and mitigate potential conflict that can hinder productivity, it is important to establish guidelines about how you will work together. Conflict in teams is normal but how you handle it makes all the difference. If you experience problems in your group, refer to the team charter and revisit the guidelines and agreements you have made.

Part 1: Team Members

Team Number:

Team Name:

Team Members:

Team Vision:

What a Good Team Means to Us:

Complete the table below:

- **Members Skills/Strengths/Areas of Improvement:** How will you capitalise on the strengths of each member? How will you provide opportunities for learning and growth?

Name	Skills/ Strengths (list at least 1 per member)	Group Skills to Work On (list at least 1 per member)	What Annoys Me (list at least 1 per member)
<i>Example:</i> XXXX	<ul style="list-style-type: none"> • Research • Editing • Time management • Oral communication 	<ul style="list-style-type: none"> • Letting others have a chance to speak up 	<ul style="list-style-type: none"> • Missed deadlines • Interrupted by others when speaking

Complete the table below:

- **Team Member Roles:** How will you assign group roles? Determine team reporters for each time frame.

Name	Team Reporter for Aug & Sept	Team Reporter for Oct & Nov	Team Reporter for Jan & Feb	Team Reporter for Mar & Apr	Other Role(s) (at least 1 per member)
Example: XXXX	X				<ul style="list-style-type: none"> • <i>Remind team members to complete pre-class preparation work</i> • <i>Organise team meetings if needed</i>

Part 2: Guiding Principles and Norms (How will you operate as a team?)

1. **Communication:** Outline how the team will communicate — include frequency and methods (e.g. email, Facebook, Instagram, Telegram). What is the maximum expected response time?
2. **Decision-Making:** How will decisions be made in this team? How will you stay on track during team discussions?
3. **Conflict Resolution:** How will you resolve differences?
4. **Commitments:** How will you handle different levels of participation and commitment? What process will you follow if someone does not live up to his or her responsibilities? What are the consequences for poor performance?

5. **Diversity:** How will you accommodate different learning and working styles?

6. **Other Procedures:** Are there any other commitments, goals, processes or responsibilities, roles that your group has agreed upon?
Consider scope of work, work schedule, rituals, or other information that you may want to include.

Names and Signatures

Member 1 _____ Date: _____

Member 2 _____ Date: _____

Member 3 _____ Date: _____

Member 4 _____ Date: _____

Member 5 _____ Date: _____

Member 6 _____ Date: _____