



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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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. GCollab, 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?	