

Group Discussion: Team Charter

Welcome team. We have a demanding two weeks ahead of us. We need to have several discussions to not only brainstorm on how we will proceed with this project, but also to *agree* on how we will proceed. **There are four (4) documents we must produce this week:** Three (3) documents we be created and turned in *as a team*: 1) a team charter; 2) a task schedule; and 3) a paper based on our effective web design research. Individually, we must also each turn in a Team Preparation Worksheet. In this discussion we will talk specifically about the team charter. The task schedule and the paper on effective web design research will be talked about in separate discussions.

IMPORTANT: Before participating in this discussion, each team member will need to have already completed the Team Preparation Worksheet. This worksheet gives team members the opportunity to provide an honest assessment of their personal goals and level of commitment as regards this project.¹ It is also an opportunity for members to voice any concerns they might have. The information shared in the worksheets, along with what we've learned so far from the text and from our experiences, will be used to outline our team charter.

By the end of this discussion **we will have agreed as a team on what it is that we're doing and how we will work together to get it done.** As Joanna Wolfe explains in the text, the team charter "describes the 'big picture' goals and priorities" of this project.² So let's get started.

In completing the Team Preparation Worksheet, we have each already shared our strengths, personal learning goals, level of commitment,³ scheduling issues, concerns about our skills and abilities,⁴ and our ideas about success⁵. What remains for us to discuss and agree on in order to complete our team charter are the following four points:

- 1) What our team objectives are [How will we measure our success?⁶]
- 2) How we will resolve conflict [What actions we will take in cases of irreconcilable differences⁷]
- 3) How we will deal with missed deadlines⁸
- 4) How we will deal with unacceptable work⁹

In addition to the above, we need to discuss and agree on the following three points:

- 1) What platform we will use to create the Week 6 website
- 2) Who will compile the team charter in Google Docs
- 3) Who will set up the task schedule in Google Docs

Out of the four most popular website builders that I'm familiar with ([Wix](#), [Weebly](#), [Google Sites](#), and [WordPress](#)), I prefer WordPress.

¹ Joanna Wolfe, "The Team Charter: An Ounce of Prevention is Worth a Pound of Cure," in *Team Writing: A Guide To Working In Groups* (Boston: Bedford/St. Martin's, 2010), 29.

² Wolfe, 28.

³ Wolfe, "Individual Commitment: How Much Effort Will Each Person Invest," 32.

⁴ Wolfe, "Other Information: What Other Factors Might Affect Performance," 33.

⁵ Wolfe, "Team Goals: What Constitutes Success," 29.

⁶ Wolfe, "Measurable Goals: How Can You Measure Success," 31.

⁷ Wolfe, "Irreconcilable Differences: How Will the team Resolve Impasses," 34.

⁸ Wolfe, "Late Work: How Will The Team Handle Missed Deadlines," 35.

⁹ Wolfe, "Unacceptable Work: How Will the Team Handle Poor- Quality Contributions," 36.