**ECCS 2311 - Team Charter for Circuits Design Project**

A Team Charter is a record of the group process agreements in your team. The Charter typically evolves as a team progresses through a project. The Charter functions as a tool to generate and to check shared understandings. Initial charter discussions establish effective team processes and facilitate movement through the stages of group development. At the end of the semester, we will reflect on how well we maintained the agreements, guidelines, and five ground rules decided upon in the team charter.

**Guidelines for the Team Charter**

**0. Roles**

Identify which roles you fill in the group. We will use the same roles with which you are familiar from ENGR 1041/1051: recorder, coordinator, reviewer, and consultant. If there is a group of three the reviewer and consultant roles are combined. If there is a fifth member, there can be two reviewers.

**1. Strengths, Constraints, Goals**

**Strengths**: Discuss and document the capabilities, knowledge, expertise, or special talents each of you brings to the team, both in general and specifically to the project. These might include things like good technical writing skills, knowledge of specific CAD tools, background in circuit kit or robotics kit construction, or other knowledge or experience.

**Constraints**: Discuss and document the constraints each of you brings to the team. Constraints might include demands of another course, varsity athletics, family obligations, lack of knowledge in some area, preconceptions, competing activities, and even attitude toward the subject of electric circuits. It is important to address these constraints openly to avoid later misunderstandings or conflicts.

**Goals**: Discuss and document your educational and professional objectives for this design project. Objectives might include gaining basic circuit analysis and design abilities, project management skills, improving presentation skills, or developing circuit troubleshooting skills. How can your educational and professional objectives best be reached given the constraints of your project and team? The team needs to provide opportunities to learn while optimizing resource utilization.

**2. Ground Rules**

Discuss good and bad team experiences you have had in the past. Distill from these experiences what you want the ground rules for your team to be. Ground rules describe expectations you share for each other’s behaviors. They include agreements about things like coming to meetings on time, asking for help, addressing conflicts directly, carrying a fair share of the work, encouraging contributions from everyone, and listening carefully before disagreeing with ideas. Ground rules guide your conduct and team processes.

**3. Constructive Feedback and Conflict Management**

Apply information about group decision-making, constructive feedback, and conflict management from your previous team experiences as you discuss the following questions. How will you provide constructive feedback to members? How will you deal with the situation if people are not adhering to ground rules? As individuals, how do you respond in conflict situations? What procedures will your team use to manage conflict? Please summarize your feedback and conflict management plans on the attached form.

**Team Charter**

Please complete, save and submit this sheet electronically to your instructor today.

Team [company name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recorder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Strengths, Constraints, Goals**

*Summarize the strengths, constraints, and goals of the team below. What are the possible implications?*

**2. Ground Rules**

*Please list the five ground rules for which teams members will be evaluated.*

**3. Constructive Feedback and Conflict Management**

*Please summarize below the plans for offering constructive feedback and managing conflict within the team.*