Team Charter – Simulation/Procedural Skill Workshop

This team charter consists of four sections:

- *The Team – basic information on each team member*
- *Team dynamics – roles in the team and how the team will function*
- *The project – what is the project and its intended outcomes?*
- *Timetable – a schedule of important dates*

It's up to your team to decide in what ways this Team Charter is relevant to you.

<u>The Team</u>

1. **Team members**
   Justin, Disha, Olivia, Akshay

2. **Team objectives**
   What grades does your team want to achieve? All team members need to agree on this. What other outcomes does your team want to achieve.
   A grade

3. **Personality type**
   If your team has done a personality test, then place the results of that test here.
   N/A

4. **Strengths and weaknesses**
   What are the individual strengths and weaknesses of each team member? For example, one team member may have excellent drawing or drafting skills while another team member may have excellent writing skills. What could you do to overcome team member weaknesses? What can you do to enhance the skills of each team member?

5. **Team**
   Are all the necessary roles covered? Where will the team need to devote extra energy? What will be the strategy for ensuring team success given the team makeup?

<u>Team Dynamics</u>

1. **Team leader**
   Who is your team leader and how did that person become team leader? Maybe you have a leader for each section of the work or have decided to swap leadership (in which case, record that)

2. **Chair for team meetings**
   Who will chair team meetings and how did that person become chair? Will you rotate this role?

3. **Minute taker**
   Who will record the facts conclusions and actions as they occur in team meetings and how did that person become minute take? Will you rotate this role?
   This was actually not necessary for the sessions we held.

4. **Logistics**
   Who will be responsible for booking rooms and keeping the team informed about team meeting locations?
   Olivia texted the group to confirm meeting times/dates, set up Teams invite ahead of time, and created any files (documents, slideshow) needed for the meeting.

5. **Meeting time, location, and length**
   When and where will you try to hold team meetings and how long will these meetings be?
   Team meetings will be done via Microsoft Teams. Typically taking place at 8:30pm or 9pm and lasting 1-2 hours.

6. **Communication methods**
   How will your team stay in touch outside of meetings?
   Group text messages/email.

7. **File sharing and storage**
   How will you share files and where will you store files? Will you have a template for various documents and who will create this?
   Microsoft OneDrive via UofT Outlook. There is no template for file storage. Olivia created the cloud folder and organized documents for everyone to access.

8. **File naming convention**
   How will you name files to ensure versions, numbers and team members' inputs are recorded?
   There is no naming convention. Team members' inputs are recorded via version history in OneDrive documents.

9. **Decision making procedure**
   How will your team make key decisions? Will you have a formal procedure?

10. **Poor team member performance**
    How will you handle poor performance, for example, in terms of meeting attendance, standard of work, or missed deadlines? If your course has peer assessment, then maybe you could create a system to utilize the peer assessment in a controlled manner.

11. **Conflict resolution**
    How will you reduce conflict in your team? How will you resolve any conflicts that arise?
    Conflicts will generally be resolved by means of group consensus as well, where applicable, reorientation to and focus on shared interests within the group.

The Project

1. **Project title**
   What is the title of your project?
   Fold, Reflect, and Repeat: Teaching Procedural Skills and Debriefing through Origami

2. **Project objectives**
   List the objectives of your project and use SMART as a guide in defining your objectives.

   S – specific (the objective only conjures one impression in your mind)
   M – measurable (you can determine how much of the objective is accomplished)
   A – attainable (this objective is not impossible)
   R – relevant (this objective is important to the success of your project)

T – time bound (this objective must be satisfied by a known time)

3. **Project outcomes**
What will your project deliver? What are the expected project outcomes?

Timetable
Prepare the following as a list and/or a set of steps. This timetable will serve as the basis for building a proper project schedule.

1. **Usual team member availability**
When do team members have free time from their own weekly timetables? These can be potential meetings times. Also note down specific days when team members will not be available due to some other commitments.
Olivia was away in Vancouver from Jan 8-16. She could virtually meet except on the days of departure/arrival. Most of the work meetings took place in the evenings which allowed flexibility for Justin and Disha as parents of young children.

2. **Conflicting deadlines**
Identify the dates and/or time periods when some or all team members may need to suspend work on the project due to university or other commitments.
Olivia was unable to meet on Jan 8 due to meeting time falling on the same day/time of her flight departure.

3. **Project deadlines**
Note all the deadlines concerning your project. Identify key milestones and ensure that you work within them.
Nov 1 – workshop proposal
Nov 29 – workshop lesson plan draft
Jan 17 – final workshop lesson plan
Feb 26 – workshop presentation

4. **Meeting time**
Identify and agree on a regular (weekly?) meeting time.
Oct 29 – working on proposal
Nov 21 & 28 – working on lesson plan draft
Jan 8 & 15 – working on final lesson plan

Feb 17 & 22 – working on finalizing workshop slideshow and runthrough