TL Note - Team Charter Components

This is provided as a guide only, and non-prescriptive. It represents the agreement within the team. It is inward facing (as opposed to the SoW which is outward facing). It should not replicate the SoW. It helps the team to work through the stages of forming, storming, norming and (become high) performing (Ref: Tuckman's Model).

In TechLauncher you must assess your peer's contributions. How you go about this should align with expectations, ambitions, and commitments, and should ideally be based, in part, on objective measurement. When developing a charter, have conversations about academic history and grade expectations, and communicate with your team members about each other's work expectations and history. A Team Charter should be kept succinct. Aim for a light but effective level of formality. The process of creating it should be the priority, as part of team formation and project initiation. You should refer back to it as you progress, monitor its effectiveness, and change it with the whole team's agreement when appropriate, use it to resolve a problem situation, and as part of your retrospectives.

Components

Document Version Register	Shows how the document has evolved and facilitates change control once executed. List versions, describe changes and approvals (subsequent to original execution).
Team information	Including basic details such as preferred names and email addresses etc. Document skills, knowledge, and expertise as this helps to draw out important information that may impact the division of responsibilities and tasks. Define a team goal. This is not the project goal but what the team wants out of the experience, such as a desire to maximise networking opportunities from the course. State team objectives, which are measurable. Make sure these are realistic. This is not about individual grades. Focus on the project and the team. Document acceptable behaviour, ground rules and core values - so that team has an opportunity to agree and commit up front. Also outline the agreed roles and responsibilities. Likely to be multiple roles for each person, and not limited to technical roles.
Communication	Document when, how long and where team meetings will be conducted as well as how you will set agendas, capture minutes, and manage action items and other outcomes. Also document other communication expectations such as tools, acknowledgement and response times etc. Make sure any formal channels are available to project and university stakeholders for review. Do not use informal channels for materials that should be recorded.
Processes	Use this to document the processes not already captured in the SoW – i.e. the ones that are only applicable within the team. Don't assume these will just fall into place without up-front consideration. This will include things like decision making, for example how you will make (e.g., by consensus or majority), which will go into decision register versus just meeting minutes, and when/how is it appropriate to involve the client. Also consider code review, risk monitoring, conflict resolution, time and task tracking, and reflection processes. Don't forget to refer to SWEBOK and PMBOK for process support.
Team Commitment	Important that all team members sign the Team Charter to show their commitment to it. Only then can it be used as a reference and basis for discussion if things are not working well.