# Team Charter Worksheet Template

### Team Name:

### Team Purpose​:

Why do we exist?​ What work do we do?​ What topics belong 'in' this team? What's 'out'? Define boundaries of work What values does this group share?

### Context:

How did this group come to be? Who is the team accountable to?​ Which other teams/groups do we work with? What do they need/want from use?​ What differentiates or sets our group apart from others? ​How will our team interact with other groups?

### Roles:

Who is on the team?​ Any sub-groups? What do they do/require?​ Any special roles on the team? (leader, facilitator, notetaker, etc.)

### OKRs/ Goals:

What do we want to work towards over the next 6 months as a group and how will we know we have achieved this? You may also map your OKRs to larger org-wide objectives.

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| Objective/Goal:  Key Result/Indicator: |

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### Work Processes:

What processes will we use to do the team's work?​ How often will we meet? Who determines/ manages the agenda and how?

### Group Agreements:

What behaviors do we need to demonstrate to support our hopes and mitigate our fears?​ What kind of atmosphere or climate do you want to have as we work together?

### Decision-Making Protocols:

What decision process will we use?​ How will we communicate decisions with each other and to others in the org?