

Our Online Team's Charter

The following are the directions to be provided to a new online team to develop a set of rules of operation, or Team Charter. The aim of the exercise is to get the members working together to create a sense of community and shared commitment, and to highlight what is important in working together as a team.

Instructions

Groups work better when members have a common understanding of the group's ground rules for group activities. The purpose of this exercise is to help your group set some ground rules and goals.

Each member of your group will have some idea how the group should operate. This is the opportunity to share your thoughts so "simple misunderstandings" are less likely to arise in the future.

As a group, please complete the charter by answering the questions below. Use the discussion board to submit your answers to each question and to negotiate a consensus for your group. Make sure someone keeps a record of agreed responses for the final version of the charter.

When finished, please name your group (you can make up any name you like) and have each member 'sign' the charter by sending a message saying 'I agree with the answers to the charter questions'. Appoint someone to send a copy of the completed charter via email to the lecturer with all names inserted.

Name of your group?

Rules

1. When will we attempt to 'meet' for discussion (what time, how often, how will we use chat, bulletin board, email, phone)?
2. On average, how long should our chat meetings be?
3. When is it OK to miss a chat meeting or contribute to scheduled bulletin board discussions?
4. How do we inform each other when we can't be there for a chat or are running late?
5. How will we deal with lateness to chat meetings and for late contributions to bulletin board discussion?
6. What does "on time" mean for chat sessions?
7. What do we do with mobile phone calls & text messaging during chat meetings?
8. How do we deal with members who don't participate enough, participate too much or distract the group from its task?
9. How are we going to make decisions?
10. What will we do if a group member's work doesn't meet our standards?
11. Any other rules you think will be important for effective operation.

Our goals

What is our group trying to accomplish?

Our commitment to the charter

We, the team named (insert team name and members names)..... agree with the answers in our charter and will try our best to uphold them.