# Group Charter Template

## Group Members

Include group members’ preferred and backup choices for communication and list groups’ contact information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Preferred contact method | Back-up Contact Method | Email | WhatsApp/Phone |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Goals |
|  |

|  |  |  |
| --- | --- | --- |
| Group Roles See also [Guide to Group Roles & Maximizing Performance](https://docs.google.com/document/d/1o2b7XhJ6M8nlXWflCj1VJXZkHfmlTuud/edit) | | |
| Group Member | Group Role | Scope of Role |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Deliverables & Deadlines

|  |  |
| --- | --- |
| Deliverable | Deadline |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Ground Rules

These define what group members expect from one another and what norms they agree on relating to behaviours and actions. Below are examples of the types of areas it is important to address and examples of what form they might take.

|  |  |
| --- | --- |
| Area | Principles & Norms  All members of this group agree to: |
| Communication |  |
| Meetings |  |
| Deadlines |  |

## Signatures to the Agreement

|  |  |
| --- | --- |
| Team Member’s Name | Team Member’s Signature |
|  | [If team members cannot add signatures in-person, a group can agree that each member typing their name in the signature section of the charter suffices as agreement.] |
|  |  |
|  |  |
|  |  |
|  |  |



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<https://uwaterloo.ca/centre-for-teaching-excellence/sites/ca.centre-for-teaching-excellence/files/uploads/files/uwaterloo_sample_group_contract.docx>