

STUDENT PROJECT TOOLKIT

Learning Commons @ YorkU

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

--

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 <i>All members of the group agree to:</i>
Communication	

STUDENT PROJECT TOOLKIT

Learning Commons @ YorkU

Meetings	
Deadlines	

Care Statement

Outline here how the team will strive to care for the health of each other and the team as a whole during the project duration:

--

Group Roles

See also the [Guide to Group Roles & Maximizing Performance](#) in the [Student Guide to Group Work](#)

Group Member	Group Role	Scope of Role

STUDENT PROJECT TOOLKIT

Learning Commons @ YorkU

Deliverables & Deadlines

Deliverable	Deadline	Lead(s)

Performance Agreement

Considers how the group will address non-performance of what is agreed to. Whatever the group agrees upon should correspond to the impact or gravity of the issues at hand.

--

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 suffices as agreement]



This resource is licensed under a [Creative Commons Attribution Non-Commerical 4.0 International License](https://creativecommons.org/licenses/by-nc/4.0/) and is adapted from *Sample Group Contract*. Centre for Teaching Excellence, University of Waterloo. https://uwaterloo.ca/centre-for-teaching-excellence/sites/ca.centre-for-teaching-excellence/files/uploads/files/uwaterloo_sample_group_contract.docx