

Roles and responsibilities:

Manage. Document. Decide how to decide. Mediate. Step back. Evaluate.

Task list. must have a “BY WHEN.”

Task (specific and measurable)	Who accountable	By when (stretch and drop- dead?)	Status

Meeting Agenda: for efficiency.

Timeline.

Topics to discuss, end points for each (accountable person?).

Decisions to make, process for each.

Generate action items and next steps.

Meeting Minutes: to build accountability and consensus.

Attendance

Action items

Decisions made and pending

Next steps

Decision-making: choose the best decision process.

How much time do we have? How important is buy-in?

Important questions to answer individually:

What strengths do you have regarding this project?

What weaknesses?

What are your personal goals?

What concerns do you have? What scheduling issues?

What is your level of commitment? What will you consider “success”?
(Option: negotiate less responsibility for a lower grade)

Elements of a Team Charter

What are our overall team goals? Our criteria for success?
(For example: have fun!)

What are our measurable team goals?

What are our individual personal goals?

What are our individual commitments?

What concerns do we have?

How will we resolve conflict?

What will we do about missed deadlines?

What do we consider unacceptable work, and what will we do about it?