TEAM CHARTER:
Date:

Purpose Statement: Describe the goal of the team (the results team should achieve and methods the team will use)

Tasks and Activities: List the specific tasks the team will conduct to achieve the purpose.

Membership (include roles where appropriate such as team leader, facilitator, etc.):

Meeting Frequency:

Who does the team report to and how often?

Ground Rules: List agreed-upon ground rules for team.

Measures of Effectiveness: List the measures that the team will use to monitor the effectiveness such as attendance, participation, ratings of value and goal clarity.

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<tr>
<th>What is Measured?</th>
<th>How is it Measured?</th>
<th>Target</th>
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