

TEAM CHARTER

Team Name _____ Date Team Established _____

Team Members: *Leader, Recorder/Reporter, Data Profiler, Timekeeper, Communications Coordinator, Team Member.*

Name	Role(s)	Email Address	Phone Number

Purpose: (Create a statement of purpose for this team that includes specific end results or outcomes.)

Decision Making Process: (Describe the process used to make decisions: consensus, voting, etc.)

Meetings: (List the dates, times, and locations of meetings held.)

Date	Time	Location