

AWS Team Charter

Research has provided the strongest evidence to date that Team Charters (aka Team/Group Agreements) are essential for successfully working together as a group or team!

By engaging in team-based discussion early in the formation of a team, expectations and accountability, commonly labeled “ground rules” are quickly established, enhancing the path to better and faster performance. Together, the discussion and answers to these questions and key areas address the process problems that typically occur in groups and teams. Unfortunately, because group and team norms are often unspoken, members may misinterpret them.

Clear standards of performance are quickly established while drawing on common values and the strengths of individual members. The result is higher-performing groups and teams reaching their goals with higher levels of engagement, much better communications, and productive conflict.

At Agile Work Solutions, we believe that when groups and teams make the up-front commitment to use the AWS Team Charter Form, there will always be increased trust, psychological safety, and more space to work together as collaborators, not adversaries. The result is happier group and team members, making success that much easier!

1. Have team members complete the ***Learning More About Team Members*** page in advance of an initial team discussion.
2. Together, as a team, have each member introduce their name, then together, go on to the next item listed (ex. my personal values).
3. After completing this introduction, come up with a team name together!
4. Continue with the rest of the ***AWS Team Charter Form***, sign and provide each member with a copy.
5. When challenges arise about how the group or team is operating together, refer to the Team Charter to remind or clarify expectations.
6. When necessary, revise or update the Team Charter Form. Usually this is done periodically or when new members join.
7. Contact us if you have any questions. The power of groups and teams is unlimited!

Please note that the value of using this AWS Team Charter Form is significantly increased when paired with a professionally facilitated discussion. It’s the discussion that matters as much as the topics provided in the form!

Learning More About Team Members

(each team member to complete this page)

Name:	
My personal values:	
Skills I bring:	
Skills & Knowledge I would like to develop include:	
Roles I would like to try in order to support team success are:	
The best way for team members to support me is:	
Important life events that may impact my participation include:	
Best days/times for meetings:	
My conflict style is:	
My personal strengths:	
My preferred method of communications is: (email, text, phone, in-person, video call)	
My personal growth opportunities:	
To build team trust, I need/prefer:	

Agile Team Charter Form

Team Name: _____
(collaboratively create team identity to represent team to members and others)

Team Members:

Name:	Email:	Phone:

Discussion Questions:

What is our Purpose: _____
(why does this team need to exist?)

What are we trying to accomplish? _____
(in general terms)

Goals/objectives: _____
(what is this team planning to accomplish?)

1. _____
2. _____
3. _____

What will success look like? _____

(visualize what completing the goal/objectives will look like)

Reflecting on your past team experiences:

What worked very well: _____

What didn't work so well: _____

Describe what does a high-functioning team looks like: _____

How and when will we celebrate our success(es)? _____

Decisions with be made by:

- Consensus
- Group Vote (majority rule)
- Other (explain):

When we can not agree, conflicts will be resolved by: _____

Communication Logistics:

- Email (for what purpose?):
- Messaging (application/s?):
- Phone calls:
- Video calls (application/s?):
- Other:

Meeting Logistics:

- Attendance expectations:
- Schedule/times:
- Agendas:
- Location/s:
- Preparation:
- Notifications:
- Record Keeping:

Documentation Logistics:

- Cloud (application?):
- Hard copy documents:
- Other:

We, as team members, agree to review this Team Charter on a regular basis for the duration of our team existence, when new members join, and when any team member believes there is value in doing so.

Name:	Signature:	Date:

