| 🏁 🔐 🏁 **FRONT MATTER** 🏁 🔐 🏁 All 18F teams are expected to have a team charter to document roles, working hours, and feedback practices. The team should meet and create the charter together. This is a recommended charter template; it can be adapted to suit the team.**Suggestions?** Contact: 18F Director of Account Management  |
| --- |

[Project name] team charter

# Our team

A list of our team, including part-time people and the account manager.
(100% allocation = 36 hours / week)

## 18F team members

| **Name** | **Role** | **Location** | **Pronouns** | **Allocation** |
| --- | --- | --- | --- | --- |
| @ Name | Title or chapter | City or time zone |  | % time |
|  |  |  |  |  |
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☎️ Take a few minutes now to exchange emergency contact information. Save your team members’ phone numbers in your work or personal cell phone.

## Core working hours

* What are your normal working hours?
* Who on the team is a morning person or an afternoon person?
* During what hours can we reliably schedule team meetings?

# Our rituals

| **Ritual** | **Frequency/Day** | **Notes** |
| --- | --- | --- |
| Standups |  |  |
| Co-working |  |  |
| Project health |  |  |
| Retros |  |  |
| Weekly ship |  |  |
| Lead/AM sync |  |  |

# Our norms

Note-taking

* For meetings
* For interviews
	+ How will we identify a notetaker?
	+ Verbatim or summary?

How we share the [project coordination tasks](https://handbook.tts.gsa.gov/18f/projects-partners/leading-projects/#project-coordination-checklist) (aka glue work)

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*

Our tools for task management (Trello? Zenhub? GitHub Projects?)

*
*

How we communicate our personal schedule and OOO time

When we use headphones

When we turn our cameras on

# Our roles

| **Team member names** | Name | Name | Name | Name (add more columns for larger teams) |
| --- | --- | --- | --- | --- |
| **How do you define your role?** |  |  |  |  |
| **What are you good at?** |  |  |  |  |
| **What do you like to do?** |  |  |  |  |
| **What do you prefer not to do? Prefer not to happen?** |  |  |  |  |
| **How do you like to give and receive feedback?**Formal or informal mechanisms? How often? E.g., [Speedbacks: Speed feedback session agenda](https://docs.google.com/document/d/1SSClk1PjhnwO9HvniPpXy7IxOqBwlNX9AZO9zWInieM/edit?usp=sharing) |  |  |  |  |
| **What else do you want your teammates to know about you?** |  |  |  |  |

# Our project

### **We are excited about**

*
*
*

### **Opportunities we see**

*
*
*

### **Concerns we have**

*
*
*

### **Strengths we bring**

*
*
*

# Updates to the charter

Update the charter, usually when team members roll on or off or when the project enters a new phase. Track the updates here:

| **Date** | **Change** |
| --- | --- |
|  |  |
|  |  |
|  |  |