| 🏁 🔐 🏁 **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)



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** |
| --- | --- |
|  |  |
|  |  |
|  |  |