**Instructions:** Complete this worksheet as a team to get to know each other, set ground rules, and improve your team’s performance. Use this outline as a reference at future milestones to reflect on your performance, adjust roles, address conflict, and discuss changes to group expectations.

**Part 1: Team Skills Matrix** In the first row below, write the names of each of your team members. Then complete the matrix by marking the appropriate boxes beneath each team member’s name to indicate which skills are particular strengths for that person. The last rows are open for your team to add any other skills you feel are important for the team assignments.

|  |  |
| --- | --- |
|  | **Names** |
| **Skills** |  |  |  |  |  |
| Big-picture thinking |  |  |  |  |  |
| Creativity & risk tolerance |  |  |  |  |  |
| Organization |  |  |  |  |  |
| Detailed-oriented |  |  |  |  |  |
| Deadline-focused |  |  |  |  |  |
| Client management |  |  |  |  |  |
| Team management |  |  |  |  |  |
| Meeting facilitation |  |  |  |  |  |
| Research skills |  |  |  |  |  |
| Writing skills |  |  |  |  |  |
| Other |  |  |  |  |  |

**Part 2:** Team Charter Complete the matrix below by discussing each item, filling in the table, and signing at the bottom to indicate agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Number** |  | **Team Name** |  |
|  | **Plan A: Team Ideal** | **Potential Obstacles** | **Plan B: Plan to Overcome Obstacles** |
| **Decision Making** | *How will we make decisions? (unanimous agreement, majority rule, compromise, etc.* | *What is likely to cause disagreements?* | *How will we handle disagreements? How will we ensure disagreements are kept professional, productive & respectful?* |
| **Communication** | *How will we communicate (email, Google Docs, etc.)? Which platforms match which purpose for our team?* | *What are likely obstacles to good communication?* | *What will we do if communication breaks down? If 1+ members are unreachable/unresponsive?* |
| **Meetings** | *When and how often will we meet?* | *What are likely obstacles? (extracurriculars, COVID, other courses, commuting, etc.)* | *What will we do if 1+ members are consistently late, absent or unprepared for meetings?* |
| **Ground Rules** | *What are our rules about how we will function as a team? (internal deadlines, arriving on time, etc.)* | *What are likely obstacles that will prevent us from meeting our ground rules?* | *What will we do if our ground rules break down?* |
| **Individual Contributions** | *What are our expectations about individual participation and effort?* | *What are likely reasons why individual contributions might fail to meet expectations?* | *How will we constructively handle performance below expectations? How will we reward performance above expectations?* |
| **Individual Consequences** | *How will we hold each other accountable for violations? (private identification of the problem, group discussion, warnings, poor evaluation, etc.)* |
|  |  |  |

For each milestone, the team must include a table describing the contribution of the team members to the report and the deliverables according to the following headings. See the milestone assignment / individual reporting instructions for more details.

**Report Contributions (Requirement / Deliverable / Verification & Validation Documents)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Content** | **Minor Content** | **Aurthor** | **Reviewer** |
| [Criteria defining a person’s contribution as major in terms of the section material] | [Criteria defining a person’s contribution as minor in terms of the section material] | [Criteria defining a person’s contribution as an author for the section] | [Criteria defining a person’s contribution as a reviewer for the section] |

**Deliverable Contributions (List of Deliverables Documents)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Design** | **Minor Design** | **Major Testing** | **Minor Testing** |
| [Criteria defining a person’s contribution as major in terms of design] | [Criteria defining a person’s contribution as minor in terms of design] | [Criteria defining a person’s contribution as major in terms of testing] | [Criteria defining a person’s contribution as minor in terms of testing] |

As a team, discuss what each person would like to gain (2 – 4 points) from the Capstone project. The team should review the learning goals at each project milestone as a part of the individual report.

|  |  |
| --- | --- |
| **Team Member** | **Individual Learning Goal** |
|  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
|  | **Names** | **Signatures** | **Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |