Overview

As you’ve gathered from class so far, participation, collaboration, and team-based problem solving are essential components of the class. Working in teams is central to many community based writing projects, especially those of any scale or scope. Team work is also critical to the work professional writers do in organizations and workplaces. Teams of 4-5 will be formed early in the semester after introductions to community partners and each other. Each team will create a team charter for their specific projects using the assignment descriptions and 4-milestones outlined in the syllabus, and in consultation with partners and each other.

Team Member Responsibilities & Roles

Team members have three responsibilities:

1. Each team member will complete all content development needed for the successful completion of each milestone.
2. All team members are expected to provide the Content Editor with 1 paragraph of text (200 words) describing precisely what you accomplished for each milestone at least two days before the milestone is due.
3. In addition, each member should take up a leadership role for the team from among those below or others your team has defined.

- **Project Manager**: Coordinates all aspects of the work. Helps to ensure all members are on task by coordinating efforts to ensure successful completion of project milestones. Reports to me and other project managers weekly. Organizes meetings with community partners and team members. Leads, motivates, and oversees timely completion of work. Moderates and seeks to resolve any problems. Ensures smooth, collegial workflow.

- **Team Recorder**: Documents the groups activities. Organizes meeting times for group to work, develops online group pages, takes notes during class and meetings with community partners and uploads them to shared sites. Maintains timelines, due dates and meeting agendas. Creates and documents the institutional memory for the group to demonstrate your process. Creates and maintains the Team Charter, updating as needed.

- **Media specialist & event Planner**: Coordinate final production & event. Develops social media presence for event. Loads and manages all Wordpress templates. Works with other event facilitators to organize agenda for final event. Develops and distributes advertising for event.

- **Content Editor**: Ensures highest standards for deliverables. Edits final documents and content. Ensures that the final product is delivered on time. Drafts and completes reflections for each milestone for teams. Creates and maintains the team’s feedback and evaluation forms for the community partners.

As needed, team roles can be re-tasked or revised to accomplish the best possible products and ensure everyone is equally well challenged and engaged.

Team Charter Instructions

Complete the following charter with your team. All team charters are living documents subject to change as needed and mutually agreed upon. They are meant to give you a clear roadmap and set of agreements to help organize your work. They also help us evaluate your work and hold each other accountable. Find a sample team charter here: [http://www.slideshare.net/guest30696ca8/orgb-team-charter1](http://www.slideshare.net/guest30696ca8/orgb-team-charter1)

Use the following template to complete your team charter. Note that you may need to update this frequently as you interact with our partners, each other, and other teams.

**Goal Statement**
ENG 2740 Writing and Community Engagement

Team_Name Charter

Please restate the goal of your project. Include your understanding of audience, purpose, scope, and deliverables. Include why you’re invested in this project and what you hope to accomplish for yourselves and community partners.

List of Upcoming Tasks

Include in the table below general descriptions of the milestones you need to meet. Then backward plan together. Add more rows as needed.

<table>
<thead>
<tr>
<th>Project Milestone #</th>
<th>Class/Due Date</th>
<th>Desired Outcomes or Performance Goals</th>
<th>Partners/Meetings</th>
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Team Roles

As a team, decide if you want to each do every leadership role throughout the semester (as demonstrated below in rows 1 and 2) OR if you each want take one role throughout the semester (as demonstrated in rows 3 and 4). Either way, complete the table so we know who is taking up what leadership role in addition to developing content that you’ll all be doing.

<table>
<thead>
<tr>
<th>Team Member &amp; Contact</th>
<th>Weeks 1-4</th>
<th>Weeks 5-8</th>
<th>Weeks 9-11</th>
<th>Weeks 13-15</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Manager</td>
<td>Recorder</td>
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Changing Role Assignments

Explain how your team will manage changes in the group’s dynamics to accomplish each milestone. What will your chain of reporting be? How will you re-task to ensure everyone is equally well challenged and accountable? What are you understanding each role to entail? How will you overcome challenges when requested to rotate roles?

Process Ground Rules

Together generate a shared set of ground rules you will use with each other within your team. These will be seen as additional to those that are already in the syllabus. Answer the following questions using the model found here to guide you: [http://www.slideshare.net/guest30696ca8/ orgb-team-charter1].

How will the team will communicate?

What are your expectations for team meetings?
ENG 2740 Writing and Community Engagement
Team_Name Charter

How will you recognize and celebrate success?
How will you distribute tasks among team members?
How will you handle deadlines and decision making?
How will you handle disagreements?
How will you hold each other accountable for task completion?

Evaluation Criteria
At then end of each milestone, each of you will be asked to reflect on the following criteria related to the process and product of your work. This reflection should be compiled together and submitted to me along with the deliverable for the milestone. In one sentence describe how you would like your work for each milestone evaluated. See model here: http://www.slideshare.net/guest30696ca8/orgt-team-charter1

1. Organization and Planning
2. Leadership
3. Participation/Contribution of Content
4. Communication Skills
5. Quality of Work
6. Additional?