**Inquiry Team Charter**

This brief, informal document describes the “big picture” goals and priorities, not just for the project but also for every individual member. It’s meant to provide a way to air differences and figure out ways to deal with possible problems before you start. At your first meeting, talk together to fill in the boxes:

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| --- |
| **Broad team goals:** |
| **Measurable team goals:** |
| **Personal goals for each member:** |
| **Individual level of commitment to the project:** |
| **Other concerns of individual members:** |
| **Conflict resolution:** |
| **Missed deadlines:** |
| **Unacceptable work:** |

**Task Schedule**

This is a template to help you create a team schedule and even out the work (based on your charter).

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| --- | --- | --- | --- | --- |
| **Deadline** | **Task** | **Assigned to** | **Contribution value (1-5)** | **Status** |
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