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# Study Group M-16 Team Charter

We the members of Study Group M-16 agree to uphold the following principles when working together throughout the upcoming year:

*GROUP GOALS*
- Provide opportunities for Group Members to diversify their skills. (Where appropriate and according to individual's preferences and needs)
- Leverage strengths to meet deadlines.
- Maximize group's learning.
- Maintain time efficiency.
- Discuss group members' strengths and weaknesses to identify methods of improvement.

*ORGANIZATION*
- Assign team leads to major projects based on either background/strengths or personal development goals.
- Team leads will be decided based on group consensus and personal preference.

*PUNCTUALITY*
- Be on time for group meetings.
- If more than 10 minutes late to group meetings, group member must contribute $10 to the group's "kitty" to be used for group social events (dinner, drinks, etc.). $20 penalty in the event of unexcused absence.

*PLANNING*
- Group will meet once per week to review assignments and develop an action plan for the week. (Group will make consistent effort to have weekly meetings on the same day/time.)
- Keep group informed of conflicting commitments - Give notice as early as possible if meetings need to be rescheduled.
- Group values personal time and will make every effort to get work done so that Sunday is a day off.
- Group meetings will be rescheduled if more than one person cannot attend.
- Keep calendar of group members' trips and major events.

*PREPAREDNESS*
- Come to meetings prepared with assigned tasks complete.
- Work in a shadow system to help ensure preparedness and individual learning.
- Start work early enough to inform group of unexpected problems. If a situation arises, alert group as soon as problem is identified.

*COMMUNICATION*
- Provide constructive criticism in a direct fashion to enhance the spirit of learning.
- Maintain positive environment for giving and receiving feedback.
- Use formal monthly feedback system to assess individual adherence to group norms and to provide constructive academic feedback in order to improve overall team performance.