

# Group Charter

Date:

Team members:

Online tools

What online tools will the group use?

Messaging or discussions

Slack

Facebook group

Google Groups

Other messaging tool

Online meetings

Zoom

Skype

Google Hangouts

Other online meeting tool

Creating documents

Google Drive – Doc, Sheets etc

Microsoft 365 – Word, Excel etc

Overleaf

Other document tool

Responding to messages and emails

How often should we check messages and emails?

Messages

Emails

When assessments are due should we check more often?

Privacy

What contact details do we need to share? (Use your UQ email if it is for a UQ project)

Do we need to record online meetings? Yes No

Problems or disagreements

What should we do if we have a problem with another team member's behaviour or work?

Team roles

What roles do we need? Who will do each role?

Leader

To keep the group motivated or on task

Note or minute taker

Presenter or spokesperson

Other team role

Will we rotate roles? Yes No

How often will we rotate?

Other comments