Team Charter

THIS TEAM CHARTER CONSISTS OF FOUR SECTIONS

- *The Team – Basic information on each team member.*
- *Team dynamics – Roles in the team and how the team will function.*
- *The project – What is the project and its intended outcomes?*
- *Timetable – A schedule of important dates.*

It is up to your team to decide in what ways this Team Charter is relevant to you.

The Team

1. TEAM MEMBERS

List your team members and their contact details.

Name	Email	Mobile
Aubrey Sozer	sozer.aubrey@gmail.com	647-292-6374
Marilyn Simard	marilyn.simard@mail.utoronto.ca	418·446·8277
Tez Brown-Cotterell	tevensher@gmail.com	289-952-6368

2. TEAM OBJECTIVES

What grade does your team want to achieve? All team members need to agree on this.
What other outcomes does your team want to achieve?

We would like to achieve an A+

3. PERSONALITY TYPE

If your team has done a personality test then place the results of that test here.

We have not completed personality tests. N/A

4. STRENGTHS AND WEAKNESSES

What are the individuals strengths and weaknesses of each team member? For example, one team member may have excellent drawing or drafting skills while another team member may have excellent writing skills. What could you do to overcome team member weaknesses? What can you do to enhance the skills of each team member?

Aubrey: Strength - organized, Power points
         weakness - public speaking
Marilyn: strengths - references, writing skills
         weakness - lack of confidence
Tez: Strength - public speaking, critical thinking
     weakness - overwhelmed with taking on too many
                challenges

     Support each other, assign tasks according to strengths

5. TEAM

Are all the necessary roles covered? Where will the team need to devote extra energy? What will be the strategy for ensuring team success given the team make up?

all roles are covered - will debrief after each meeting to assign additional tasks as they arise - to ensure equal workload to all members of the team.

Constant communication & team meetings to ensure tasks. Schedule meetings when all members are available.

Working in teams

Team Dynamics

1. TEAM LEADER

Who is your team leader and how did that person become team leader? Maybe you have a leader for each section of work or have decided to swap leadership in which case record that decision here.

We have a leader for each section.
TCZ: 6 steps of building scenario
Marilyn: Intro, background, references, conclusion
Aubrey: workshop scenario, debrief, materials, tech

2. CHAIR FOR TEAM MEETINGS

Who will chair team meetings and how did that person become chair?
Will you rotate this role?

We will always have discussions & work together
- no chair

3. MINUTE TAKER

Who will record the facts conclusions and actions as they occur in team meetings and how did that person become minute taker? Will you rotate this role?

Aubrey is the minute taker because the meetings will be held in her office at work - her computer monitor is large so all group members can see, they create the notes all together

4. LOGISTICS

Who will be responsible for booking rooms and keeping the team informed about team meeting locations?

Aubrey is responsible for booking rooms & sending meeting invites

5. MEETING TIME, LOCATION, AND LENGTH

When and where will you try to hold team meetings and how long will these meetings be?

We will hold meetings at sickkids in Aubrey's office as there are the appropriate amt of chairs and a consistent open room w/ a computer

6. COMMUNICATION METHODS

How will your team stay in touch outside of meetings?

We will stay in touch through whatsapp & via email

7. FILE SHARING AND STORAGE

How will you share files and where will you store files? Will you have a template for various documents and who will create this?

We will split up the responsibilities of creating and sharing documents we will save the files on our personal computers and send them to each other via email before & after each group meeting

8. FILE NAMING CONVENTION

How will you name files to ensure versions, numbers and team members inputs are recorded?

We will file documents with version dates, with the last edited date being the version date

9. DECISION MAKING PROCEDURE

How will your team make key decisions? Will you have a formal procedure?

We will make decisions as a team in our group meetings and through text messages via whatsapp

D. POOR TEAM MEMBER PERFORMANCE

How will you handle poor performance for example, in terms of meeting attendance, standard of work, or missed deadlines? If your course has peer assessment then maybe you could create a system to utilise the peer assessment in a controlled manner.

We will use Pendeltons model of feedback.

11. CONFLICT RESOLUTION

How will you reduce conflict in your team? How will you resolve any conflicts that arise?

Open discussion & feedbuck in a safe environment

The Project

1. PROJECT TITLE

What is the title of your project?

Designing Effective Simulation Scenarios for Health Educators

2. PROJECT OBJECTIVES

List the objectives of your project and use **SMART** as a guide in defining your objectives:

S – Specific (the objective only conjures one impression in your mind)

M – Measurable (you can determine how much of the objective is accomplished)

A – Attainable (this objective is not impossible)

R – Relevant (this objective is important to the success of your project)

T – Time bound (this objective must be satisfied by a known time)

- Recognise three situations when simulation learning can be applied in your work place.

- Name 5 benefits of using simulation learning in your role as a teacher.

- Describe the 6 steps needed to create a clinical scenario based on Bambini's model.

- Apply the knowledge gained during this workshop to create a clinical scenario independently.

3. PROJECT OUTCOMES

What will your project deliver? What are the expected project outcomes?

We will deliver information about creating a simulation scenario in order to enhance teaching. We expect that at the end of the experience participants will demonstrate knowledge and skill for building a simulation scenario.

Timetable

Prepare the following as a list and/or as a set of steps.
This timetable will serve as the basis for building a proper project schedule.

1. **USUAL TEAM MEMBER AVAILABILITY**

   When do team members have free time, from their own weekly timetables?
   These can be potential meeting times. Also note down specific days when team
   members will not be available due to some other commitment.

   - In the evenings after work for in person meetings
   - On whats app at any time

2. **CONFLICTING DEADLINES**

   Identify the dates and/or time periods when some or all team members may need to
   suspend work on the project due to university or other commitments.

   N/A

3. **PROJECT DEADLINES**

   Note all deadlines concerning your project. Identify key milestones and ensure that
   you work within them.

   We will follow the deadlines as suggested in the
   course & have set up calendar reminders.

4. **MEETING TIME**

   Identify and agree on a regular (weekly?) meeting time.

   We will try to meet every 2 weeks