Participation House – Team Charter

[1-2 page team charter with clear identification of at least the following key components: team purpose, team roles and team values]

Team Purpose:

* Locate organizations for Participation House to look in to for potential partnerships regarding employee hiring
* Assist Participation House with marketing of the organization and its job postings

Team Values:

* Regularly communicate through FB chat group
* Create MS Teams (or other PM tool) and regularly update thoughts and ideas
  + Give access to project sponsor so they can see updates
* Regularly email major milestones and updates to project sponsor
* Book next meeting (February – reading week?) with project sponsor
* Attend weekly or biweekly meetings with group
* Assign specific tasks to each group member
* Attend meetings with outside individuals related to the project solution
* Ensure ALL members are able to attend meetings

Team Roles:

Sydney Mensen:

* Keep in contact with project sponsor and ensure they are up-to-date with all information, and address any questions or concerns
* Communicate with team on Project Management and Participation House requirements
* Communicate with team regularly and discuss new ideas, questions, or concerns
* Assist with research of potential partner organizations
* Research and documentation of marketing techniques/ideas

Teresa Turnbull:

* Communicate with team regularly and discuss new ideas, questions, or concerns
* Research of potential partner organizations
* Reach out to potential Participation House partnerships
* Organize phone or in-person meetings with potential partners

Amratha Chandrakumar:

* Communicate with team regularly and discuss new ideas, questions, or concerns
* Research and documentation of marketing techniques/ideas
* Assist with research of potential partner organizations