

Group Project Charter

1. Project Title

[Group Project Title]

2. Project Overview

The group project involves collaboration between team members to achieve a shared goal. This project requires teamwork, communication, and adherence to deadlines.

3. Objectives

- Complete the project deliverables by the deadline.
- Ensure all team members actively contribute to the project.
- Meet the academic or professional standards for quality.

4. Scope

In Scope: Group assignments, project deliverables, and final presentations.

Out of Scope: Activities not related to achieving the project goal.

5. Deliverables

- Final presentation
- Project report or research paper
- Peer review or individual reflection

6. Roles and Responsibilities

| Role | Name | Responsibilities |
|-------------|--------|--|
| Team Leader | [Name] | Coordinate the team, resolve conflicts |

| | | |
|------------|--------|---------------------------------------|
| Researcher | [Name] | Conduct research and provide findings |
| Writer | [Name] | Prepare the project report |
| Presenter | [Name] | Lead the final presentation |

7. Milestones and Timeline

| Milestone | Target Date |
|------------------|-------------|
| Initial Draft | [Date] |
| Final Submission | [Date] |

8. Risks and Mitigation

Risks:

- Lack of participation from team members.
- Missed deadlines.

Mitigation Strategies:

- Assign clear roles and responsibilities.
- Conduct regular team check-ins to monitor progress.

9. Signatures

| Name | Role | Signature | Date |
|--------------|-------------|-------------|--------|
| [Name] | Team Leader | [Signature] | [Date] |
| [Instructor] | Supervisor | [Signature] | [Date] |