### **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] |