

# 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]