**LSE100 Team Charter**

This team charter will systematically establish many of the necessary ground rules for team meetings, collaboration, and expectations during the LSE100 group research project. At a minimum, your team’s charter should cover the sections listed below, but you are welcome to add additional sections if you wish. Complete each section with agreed principles once you have discussed them as a team. Effective team charters will contribute to the smooth and efficient functioning of your team throughout the project.

All team members should electronically sign the charter. A copy of this document should remain available to all team members. Any absent team members should sign the charter and prior to the next seminar.

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| **Team Number and Topic** |  |

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| **Team Members** | |
| **Name** | **Email Address** |
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| **Section A: Communication**   * *How will we communicate with each other between LSE100 seminars and share ideas, files and drafts?* * *What are our expectations around frequency of communications and response times?* * *How will we ensure that everyone is involved in decisions?*   *How and when will we meet outside of LSE100 seminars, and how will we organise effective meetings?* |
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| **Section B: Roles**   * *How will we delegate roles for different team members?* * *What* [*types of roles*](https://moodle.lse.ac.uk/mod/lesson/view.php?id=1523672&pageid=6792) *do different team members want to occupy during the project?* * *How can we make use of everyone’s skills and interests? (e.g., public speaking, handling data, designing visuals, keeping notes, editing, etc.)* |
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| **Section C: Collaboration and Teamwork**   * *How will we ensure that we abide by the* [*Code of Conduct*](https://moodle.lse.ac.uk/pluginfile.php/3018158/mod_lesson/page_contents/6791/GroupProject-Attendance-Participation-Policy_2024.pdf) *and the* [*Policy on the Use of Generative AI*](https://moodle.lse.ac.uk/mod/resource/view.php?id=1509752)*?* * *What are our expectations of each other as we work together as a team? (e.g., listen without interrupting others, be open and honest in communication, provide constructive and actionable feedback, etc.)* |
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| **Section D: Declaration of Agreement**  *Each member of the team should electronically sign and date the charter below to indicate agreement with the principles listed above. Any absent team members should sign the charter before the next seminar.* | |
| **Signature** | **Date** |
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**LSE100 Project Brief**

Your **project brief** is a one-page summary of the focus problem, target audience and proposal which your team is developing as part of your LSE100 Group Project assessment. The project brief is collaborative formative work. To receive feedback on your brief, submit the document to your LSE100 teacher by email immediately following **Seminar 7** (Winter Term Week 3/4).

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| **Focus Problem**  *What problem have your team chosen to address to make positive change in your system? How will your team incorporate a range of disciplinary perspectives in understanding this problem?* |
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| **Target Audience**  *Who will implement your proposed change? What power do they have to create change in the system? Briefly outline their current activities in this area.* |
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| **Proposal**  *Briefly summarise the change which your target audience should make and the positive impact this would have on the system.* |
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