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| **Team Vision/Focus** |
| Insert the focus or vision for the team. |
| **Team Sponsors** | **Team Members** |
| Insert the names of the team sponsors. | Team Member 1 Name and Role | Team Member 3 Name and Role |
| Team Member 2 Name and Role | Team Member 4 Name and Role |
| **Team Objectives** |
| 1. **Objective #1** – Objective Description |
| 2. **Objective #2** – Objective Description |
| 3. **Objective #3** – Objective Description |
| 4. **Objective #4** – Objective Description |
| **Team Meeting Dates and Locations** |
| **Meeting Date** | **Meeting Time** | **Meeting Location** |
| Insert Meeting Date | Insert Meeting Time | Insert Meeting Location |
|  |  |  |
|  |  |  |
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|  |  |  |
| **Notes/Comments** |
| Insert any notes or comments to accompany or support the charter. |