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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 | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
| **Notes/Comments** | | | | |
| Insert any notes or comments to accompany or support the charter. | | | | |