**Team building template**

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| **Team identification** |
| Name 1 | *Write your skills / knowledge which are valuable**For the project / activity* |
| Name 2 |  |
| Name of the group | *Find the best name of the group reflecting the members or the main ideas the group would like to follow* |
| Logo of the group | *Logo should be as simple as possible reflecting somehow your team* |
| Motto of the group | *Find the statement which will be motivating you* |
| Our goal | *Define the most important goal apart from learning new things* |
| Our reward | *What will you do when you finish the activity successfully?* |
| **Contract rules** |
| Rule 1 | *For example: decisions are made by voting* |
| Rule 2 |  |
| **Project Management** |
| Name 1 | *Assigned roles* |
| Name 2 | *Assigned roles* |
| Server | *Virtual disc to upload and share files on tasks* |
| Communication channel | *MS Teams / zoom / FB / other* |
| **Task assignment** |
| Date | Name of the team member | Activity she / he will conduct | What is needed? |
| *Make as many rows as you need* |  |  |  |