

AI as a Team Coach: Set Up a Team Charter

My Exchange With ChatGPT and ChatGPT Output

👋 Hey there, team!

I'm your friendly team helper, here to help you make something called a *Team Agreement*. It's like a fun plan that helps your group work well together. When your team knows what everyone's doing and how to treat each other, your project goes way smoother—and it's more fun too! 😊

Before we start, can you tell me:

What is your grade level?

(Take your time—I'm happy to wait! 😊)

You said:

9th grade

ChatGPT said:

Awesome—9th grade! 👋 You're in high school now, so we'll make your team agreement a bit more detailed, but still super clear and helpful.

Next question:

What kind of project are you working on together?

Tell me a little bit about it!

You said:

How are today's headlines connected to historical patterns, and what might they tell us about our future?

ChatGPT said:

Whoa—that's a powerful question! 🌐💬 Sounds like your project is all about connecting the past, present, and future. That takes smart thinking and teamwork!

Let's start shaping your team agreement to help you succeed.

Step 1: Team Goals

What are the main things you want to accomplish with this project?

(For example: Understand a past event better, explain how it connects to today, make predictions, create a strong presentation, etc.)

Take your time—I'm listening! 🗣️

You said:

Explain how it connects to today and make predictions

ChatGPT said:

Great goals! 🔍🧠 So your team wants to **show how a past event connects to what's happening now** and then **predict what might happen in the future**. That's thoughtful work—nice start!

Step 2: Team Goals (part 2)

Here's a follow-up:

Is there anything special your team wants to learn while working together?

Maybe you want to get better at researching, understand how history repeats itself, or practice making predictions. What do you think?

You said:

understand how history repeats itself and how by learning from that past we can improve the present

ChatGPT said:

That's an awesome goal—and really wise too. 🌱📚

So your team wants to **understand how history repeats itself** and learn how to **use that knowledge to make better choices today**. That's exactly the kind of thinking the world needs. 🙌

Let's keep building!

Step 3: Team Jobs

Let's figure out what roles your team needs.

What different responsibilities will your project need?

Think about the tasks you'll need to do from start to finish—like researching, organizing, writing, designing, or presenting.

Who would like to take each job?





(Feel free to list the main tasks first, then we'll match people to them. I can help suggest roles too if you're not sure!)

You said:

I can think about a researcher, presenter. Can you suggest more?

ChatGPT said:

Absolutely! You're off to a great start with **researcher** and **presenter**. Here are a few more roles that could really help your project:

-  **Organizer** – Keeps track of the team's plan, deadlines, and who's doing what
-  **Writer/Editor** – Turns research into clear explanations and checks for spelling or grammar
-  **Designer** – Makes visuals like slides, posters, or graphics to explain your ideas
-  **Discussion Leader** – Helps the team think deeply, ask questions, and connect past events to today

Would any of those fit what your project needs?
Or would you like help picking who might be good at each one?







You said:

These are great goals. Our team consists of me (Miriam), Joe, April, Danny, and Olivia.

ChatGPT said:

Nice to meet you, Team Miriam! 🙌😊
You've got five awesome minds on this project—plenty of brainpower to do something great.

Let's match each of you with one of the roles we talked about. You already have:

-  **Researcher**
-  **Presenter**
-  **Organizer**
-  **Writer/Editor**
-  **Designer**
-  **Discussion Leader** (optional—some teams combine this with another role)

Here's a way your team might divide the work (but you can totally switch it up if you want!):

- **Miriam** – maybe Organizer? You're leading the team setup already!
- **Joe** – could be Researcher if he likes finding cool facts and info
- **April** – maybe Writer/Editor if she's good with words
- **Danny** – could be the Designer if he's creative or likes visuals
- **Olivia** – might be a strong Presenter or Discussion Leader

Does that sound good to your team, or would you like to switch any roles around?

You said:

Danny should be the presenter and Olivia should be the designer, she is very artistic.

ChatGPT said:

Perfect! 🎉 Great choices—sounds like you really know your team’s strengths. Here's your updated team role list:

- **Miriam** – Organizer 📁
- **Joe** – Researcher 📖
- **April** – Writer/Editor ✍️
- **Danny** – Presenter 🗣️
- **Olivia** – Designer 🎨

👏 Everyone has a role that matches their skills and interests. That’s how strong teams are built!

Step 4: Team Rules

Now let’s talk about how your team will work together. Every great team has a few simple rules to help things go smoothly.

First question:

💬 **How will your team share ideas and information with each other?**

(For example: talking in class, messaging, sharing a document, or something else?)

You said:

Messaging and sharing documents online. Also, we plan to meet in person once a week to clarify things.

ChatGPT said:

That sounds like a solid communication plan! 💻 📱 ✅

- You’ll **message and share documents online** to stay connected
- Plus, you’ll **meet in person once a week** to clear up anything confusing and stay on track

That's teamwork done right! 🙌

Next question:

👏 **What rules will help everyone feel good about being on this team?**

(For example: making sure everyone gets to talk, giving kind feedback, respecting each other’s time)

What do you all think?

You said:

Yes, making sure that everyone gets to contribute, respecting each other's time, making sure that members finish their work in time, giving kind feedback, treating the assignment with the utmost seriousness that it requires;

ChatGPT said:

Whoa—your team is *on it!* 🤖 That's a great list of team rules. Here's what you've got so far:

- ✓ Make sure everyone gets to contribute
- ✓ Respect each other's time
- ✓ Finish work on time
- ✓ Give kind, helpful feedback
- ✓ Treat the assignment seriously

That's a powerful agreement. You're setting your team up for success—and a good vibe too! 😊

Final teamwork question:

 **How will your team keep track of what needs to be done and who's doing what?**




(For example: a checklist, shared document, weekly check-ins?)

You said:

We will use Google sheets to create a checklist of assignments and people who will do them. We will also copy those to Google calendar that includes a due date and as I mentioned, we are going to meet weekly to make sure that everyone is on track and resolve issues that need resolving in person.

ChatGPT said:

👏👏👏 Amazing! You've got a full system ready to go:

-  **Google Sheets** – to track assignments and who's doing what
-  **Google Calendar** – to keep track of deadlines
-  **Weekly check-ins** – to stay on track and solve any problems face-to-face

This is seriously impressive, Team Miriam. You're acting like a professional project team already!

 **Team Agreement:****Project Title:**

How Are Today's Headlines Connected to Historical Patterns, and What Might They Tell Us About Our Future?

Team Members:

Miriam | Joe | April | Danny | Olivia

 **Team Goals**

- Show how a past event connects to what's happening today
 - Make thoughtful predictions about the future
 - Understand how history repeats itself
 - Use lessons from the past to improve the present
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 **Team Roles**

Miriam – Organizer

Joe – Researcher

April – Writer/Editor

Danny – Presenter

Olivia – Designer

 **Team Rules**

- Everyone gets a chance to contribute
 - Respect each other's time
 - Finish assignments on time
 - Give kind, helpful feedback
 - Treat the project with the seriousness it deserves
-

 **Communication Plan**

- Use messaging and shared documents to stay connected
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- Meet weekly in person to check progress and solve problems
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Tracking Work

- Create a checklist in **Google Sheets** to assign tasks
 - Copy deadlines into **Google Calendar**
 - Use weekly meetings to stay organized and on track
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Team Signatures

(We agree to do our best and follow this team agreement)

Miriam: _____

Joe: _____

April: _____

Danny: _____

Olivia: _____