

# Team canvas

Here are the most important things to talk about as a team to be productive, happy and stress free.

Team name

## People and roles

What are our names and the roles we have on the team?

## Common goals

What do we want to achieve?  
What are our key goals that are feasible, measurable and time-bounded?

## Values

What do we stand for? What are our guiding principles? What are the shared values that we want to be at the core of our team?

## Rules & activities

What are the rules we want to introduce after doing this session?

How do we communicate and keep people up to date?

How do we make decisions?

How do we execute and evaluate what we do?

## Purpose

Why are we doing what we are doing in the first place?

## Personal goals

What are our individual goals? Are there personal agendas that we want to open up?

## Needs & expectations

What does each team member need to be successful? What are our personal needs to be at our best?

## Strengths & assets

What individual skills within the team help us achieve our goals?  
What are the interpersonal/soft skills that we have?  
What are we good at, individually and as a team?

## Weaknesses & risks

What are our weaknesses individually and as a team?  
What should our teammates know about us?  
What are some obstacles we see ahead of us that we are likely to face?

You want to kick off a new project with a new team. Check biases and assumptions on the purpose of the working group as well as how to engage in the future.