

Task Force Charter Template

Status



Each task force charter will have a status box like this one, at the top of its page, **at all times**. The status can be "forming" "active" "finishing" "completed". Completed task forces will be archived in the [Task Force Archive](#).

Context

Provide a brief description of why the Task Force is being proposed. Include sufficient background information to allow the reader to understand how the work fits into the current context of the current activities of the VIVO project. Only 2-3 bullet points or sentences are necessary.

Objectives

Provide a bulleted list of the Task Force objectives.

Deliverables

Provide a bulleted list of deliverables.

Suggested schedule

| | | |
|--|-----------|------------|
| Develop charter | 1.5 weeks | 2015-XX-XX |
| Solicit members and schedule first meeting | 1 week | 2015-XX-XX |
| Develop action items, assign to team members | 2 weeks | 2015-XX-XX |
| Accomplish deliverables, preliminary review | 3 weeks | 2015-XX-XX |
| Revise deliverables, final review | 2 weeks | 2015-XX-XX |

Members

Name and Affiliation - task force lead

Name and Affiliation - facilitator

Name and Affiliation - member

Name and Affiliation - member

others to be solicited from the VIVO Community

Meeting Times

TBD

Communication Channels

- Distribute proposed charter and solicit participation from community via appropriate mailing list
- Announce task force creation and progress on relevant Working Group calls.
- Create a page in the VIVO wiki (wiki.duraspace.org), with child pages for agenda, notes, and additional information

Agendas and Notes

- Solicit agenda items from task force members 3 days before meeting

- Prepare agenda and distribute no less than 24 hours before meeting

Use standard meeting agenda and notes format (see VIVO wiki Task Force Agenda Template (click --> [here for example](#))).