

Fairness Dashboard Team Charter

What is a team charter?

A team charter is a roadmap for collaboration!

It outlines everyone's expectations of why we're doing this project, who does what in their roles, and how we will work together and communicate. This will guide us to make sure everyone is on the same page and things run smoothly as we go.

What do I do?

Need & Goals

Learn more about health equity

Have input on health equity esp for 2SLGBTQIA+ patients and their data

I want to help (even in a tiny way) to make the world a little more equitable and use this as a jumping off point for further involvement in the field.

understand why this data is important and how it will be used

to be able to contribute to the betterment of public health

What do you expect to get out of/learn from being an advisor on this project?

I want to learn how to make things more accessible for people and why different approaches matter to different groups of people

Learning about the metrics we use and how they can affect our goal

To get a sense of how the demographic data is currently being used and how it can better be used

How the data is currently being categorized and labeled

To better understand how people with lived experience would like to be represented in demographic data

Learning how the feedback provided by advisors will be analyzed and utilized

Responsibilities

Help team
make
decisions

represent a
demographic

As an advisor I'd
expect myself to
bring questions
about what we're
doing and
communicate with
other team
members about the
task at hand

Read, review,
and
participate in
tasks set out
for the
advisory team.

review for non
discriminatory
language

review documents
and writings to
ensure its
understandable for
the common folk
(plain language)

To be a
bouncing
board for
ideas

Provide input
on UI and data
around health
equity

Participate in group
discussions and share
my personal opinions
and view point on
different subjects

What do you
expect to do
while working
as an advisor?

Covering
blindspots/checking
gaps in knowledge
that emerge when
people don't have
lived experience

Collaboration
between
advisors

Listen
and
learn

provide
feedback

sharing lived
experience

Communication

**Virtually,
over email**

**Virtually, be it
via email, web
conferencing,
surveys, etc.**

**I prefers polls and
online forums
(although I've never
used slack before and
am having some
troubles)**

**email,
online
meetings**

**feedback
forms,
surveys**

**Nice to have
in-person
meetings on
occasion or to
celebrate
milestones**

**How do you
want to
communicate
and make
decisions?**

**reminder
emails in the
morning of
the day of our
scheduled
meetings**

**I prefer to
communicate
through emails. I
think the best way
to agree on
something as a
team though would
be polls**

**calendar
reminders
sent; and in
advance**

Slack

Support

**Flexibility
around
meetings**

**ensure
engagement
opportunities
during
meetings**

**offer time
to clarify
anything**

**Flexibility on
deadlines within a
reasonable manner,
kind reminders if
deadlines have past
that weren't
addressed.**

**How do you
want to be
supported
during your
time on this
project?**

**I always appreciate
notice in advance
and flexibility.
schedules change
constantly so
having that
knowledge in
advanced would
greatly help**

**Having
notes/knowledge
provided ahead of
and after meetings
for us to review**

**communication and
check ins**

**Educational
materials to
supplement
knowledge -
especially UI**

**What is the
name of the
move?**

**I always appreciate
reminder emails and
flexibility as well as
booking things out
in advance**

**Reminders for
deliverables**

**Providing
ample time for
task
completion**