

## Charrette Team

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### Good Charrette Teams focus on Timing, Transparency, and Typology.

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As a Charrette **Team Leader** – the most important thing you can do is build a good team. I have noticed – in building teams – it is important to keep three things in mind: timing, transparency and typology

**Timing:** Maximize the time and talents of those assembled. Rigorous preparation and comprehensive scheduling before the charrette can ensure that momentum is captured and positive action is taken right away. The timing of information delivery makes a BIG difference in the design team's efficiency. Team Members: **Coordinator, Local Guide, Caterer**

**Transparency:** Ask every stakeholder to share their values and then openly address them in the solutions offered. Openly documenting and publishing this input will achieve the maximum awareness and ownership among the stakeholders. Exposing the process establishes trust and credibility. Team Members: **Recorders, Reporters, Publishers**

**Typology:** Base the design on successful built precedents that can be affordably, efficiently and legally built by existing industries. Developing an understandable set of street, frontage and building types can often be more important than the plan itself. This is especially true in infill projects where the pattern of streets may still be intact but the streetscapes and frontages have either been suburbanized or blighted. The urban design can focus on identifying types that can mend the streets back to the buildings. Team Members: **Designers, Renderers, Facilitators, Experts, Technicians**

## Charrette Team Task Schedule

	 <b>INFO GATHERING</b>	 <b>DESIGN &amp; REVIEW</b>	 <b>PRESENTATION</b>
1 Team Leader (makes decisions)	* Builds the Team * Guides Discussion	* Leads Discussion * Makes Final Decisions on Direction of Designs	* Leads Presentation Meeting
2 Designer (creates solutions)	* Listens to Info	* Creates Design Solutions to Community Issues	* Presents Designs * Answers Questions
3 Renderer (produces drawings)	* Listens to Community Issues	* Produces Drawings	* Helps Explain Designs
4 Facilitator (leads meetings)	* Leads Community Meetings	* Leads Design Discussions	* Leads Presentation Meeting
5 Experts (provides answers)	* Listens to Community Issues	* Provides Answers and Expertise	* Helps Explain Designs * Answers Questions
6 Technician (runs studio equipment)	* Sets Up Studio Equipment	* Runs Studio Equipment	* Runs Presentation Equipment
7 Recorder (collects data)	* Researches Background Information * Records Community Issues	* Records Team Meetings and Discussion	* Records Presentation Meeting
8 Reporter (synthesizes information)	* Assmebles Background Data and Community Issues in Useable Format	* Formats Data from Meetings	* Formats Presentation Record
9 Publisher (informs stakeholders)	* Publishes Background Information and Community Issues	* Publishes Meeting Information	* Publishes Design Drawings and Presentation Record
10 Coordinator (runs logistics)	* Sets Up Schedule	* Manages Studio Schedule (Open and Private Times)	* Manages Presentation (Name Tags, Contact Info, etc...)
11 Local Guide (orients people)	* Helps Gather Background Info * Leads Site Tour	* Guides Participants through Boards	* Orientates Stakeholders During Presentation
12 Caterer (feeds everyone)	* Plans Menu * Provides Food for Community Meetings	* Provides Food for Charrette Team	* Orientates Stakeholders During Presentation