CSC106

Group Norms and Team Contract

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The objective of this activity is for your group to decide upon group norms and craft a team contract. Your entire group should come to a consensus about these items.

Submit the link to this document as part of your quiz for today. Also share the link with everyone in your group.

Note that part of your final project grade will be the effort you put into your project.

Decisions (How will they be made? Majority, consensus, other?)

Consensus

Attendance (What are your expectations for the frequency and type of attendance for work outside of class/lab time?; What are legitimate reasons for missing? What do missing members have to do to make up for missed meetings)

If you are sick that will be excusable, try and make time to meet virtually.

Assignments (How will assignments be made? How will the group deal with members who do not complete (or poorly complete assignments?)

By collaborating and working together, members will help each other when something is not going to plan.

Participation (How will you communicate and share information; How will you ensure full participation of everyone? How will you honor member strengths and interests)?

 Share information through email and share documents, we will communicate when something needs to be done.

Meeting Times and Locations/Mediums (How will you decide on locations and times that suit all members)?

Through zoom, and if possible after class.

Agenda and SCRUM Meeting Notes (Who will take them and in what format will they be shared?)

We will both add to the shared google sheets.

Promptness (What do you expect and how will you handle lateness?)

Expected to be reasonable and not too delayed.

Conversational Courtesies (How will the team encourage and reinforce active listening, sharing of the airtime, tangents, respectful dialogue, etc)

By checking each other and try and compromise whenever there are disagreements.

Enforcement/ Feedback (How will the team enforce its own rules? How do individuals prefer to give and receive feedback?)

 Feedback will be respectful and constructive towards the final project, the team members will enforce the rules.

You may add additional norms here.