

CSC106

Group Norms and Team Contract

Group Member Names: Daniel Sevilla and Mani Subramani

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?)

We will discuss it and then what we agree on we will do. If we need to change anything or try then we will do it on our own and check together if it works or not.

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)

Showing up at any given agreed time to work on a specific task. Legitimate reasons for missing can be: having to do work for other classes to meet a deadline, etc. Tasks to be

done in work outside class time will be communicated to the missing member, will have to be done before the next meeting.

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

Once the group reaches a consensus on an idea, tasks to accomplish that idea will be split accordingly. Final credits will be affected for members who do not put in any effort for their assignments.

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

We will discuss sharing information in person and as well as discord where we can talk to each other. If we need to we will text each other to make sure that we are being on task.

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

If it's in person then we can most likely meet up in our hall lounge and to make sure that we meet up we will text in discord.

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

We will do it together and it will be shared among us on google sheets. We can also discuss this in discord.

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

Most likely we will discuss this and see what we can do. If we are generally on task and the assignment isn't too bad then we will push the due date possibly a day or 2 later. If it's urgent then we will meet up and do the work together.

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

We will start to discuss about this in person or even on discord where we have each others contacts information

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

We should meet with each other or text each other frequently so that we can see and discuss things that we can do if there is needed feedback.

You may add additional norms here.