

## CSC106

### Group Norms and Team Contract

Group Member Names: \_\_\_Damien Lee and Evan Ung\_\_\_\_\_

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?)

Decisions will be made together.

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)

Frequency will vary depending on how much we get done when we meet. We will contact each other whenever we have to work on the project. Missing a meeting will never be a problem, since we will both agree on a time and place for each meeting.

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

Assignments will be made in each meeting. We will each work on assignments together, as well as separately to make sure we meet the deadlines we create for ourselves.

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 text each other to make sure we are on the same page and on top of the deadlines that we create for ourselves. The SCRUM document will help us determine who does what and when they do it.

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

We will just contact each other beforehand and come up with a time and location that suits the both of us. Whether going to the library, each other's dorms, etc.

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

Evan will primarily take them and they will be shared over google drive.

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

If one of us thinks we can't meet a deadline that we set for ourselves we will contact the other person to see if they can do the extra work or we will figure out a way to extend our self made deadlines.

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

We will take time to understand each other and incorporate what we say into the code.

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

We will enforce our rules by keeping each other accountable and making sure we are not slacking. We can comment on each other's code and talk to each other about possible changes. We can give feedback virtually or when we meet in person.

You may add additional norms here.