

Group Member Names: Yageily Galva, Bitania Hailu

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 would come to an agreement and discuss what each of us would like to do for the project.

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)

We would schedule meetings throughout the week between Mondays and Wednesday and whenever one of us misses a meeting we would complete the work separately

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 by the both of us and if One of does not complete the work we would have a conversation about it and come to an agreement

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 would divide the work equally

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

We would discuss the time and location that works for us both

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

We would both take scrum meeting Notes

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

We expect each of us to complete the work on time and if it's not completed on time we would have a discussion and come to a conclusion

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

We would discuss each other preferences and ideas prior to completing the work

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

We would give each other feedback by being honest and respectful

You may add additional norms here.