

## CSC106

### Group Norms and Team Contract

Group Member Names: Giuliana Beet and Juliana Nguyen

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 through consensus and agreement on all choices.**

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)

**Both members should put in equal amounts of work. Legitimate reasons for missing would be the same for classes or schedule issues. Meetings should be made up because the same effort should be put for both parties.**

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 one person and then shared with the other members so that it can be worked on by all. Failure to complete assignments or provide any help will be shown in the end when we have to give feedback on our work.

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

Our phone numbers have been shared with each other and will contact each other through there. All programs that will be used will have the ability of the share function, and all changes to documents will have to undergo approval from everyone.

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

Will contact each other and figure out when works best depending on the time and day.

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

This will be shared on google Doc and SCRUM on google Sheets so that everyone can work on them together.

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

We should know it is respectful and better for all of us if we are always on time, and if not then contact before saying you'll be late.

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

Always wait for feedback after expressing yourself and let everyone share their opinions.

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

Easiest way is to express concerns right away while working on the assignment together. All feedback is welcome if it will help improve the job that is being done.

You may add additional norms here.