

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?)

We will use consensus to make important decisions.

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)

Saturday's and Sunday's between 2pm and whenever (as long as they need to be).

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

Tasks will be delegated based on who wants them most. If the task is not completed to a satisfactory standard, the group member will have to improve it.

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 communicate through email and during our weekly work sessions. Full participation will be ensured by checking up on the completion status of tasks during each work session. Strengths and interests have already been in the inaugural meeting. Both parties are enthusiastic about the project.

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

By communicating and seeing when we are both free.

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

They will be shared through a google sheet. SCRUM notes will be updated by both parties as necessary.

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

Be on time within 5 to 10 minutes. As for lateness, send an email beforehand and try to reschedule.

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

Be polite when informing one another that they have gotten off topic. Try to build off of each other's thoughts.

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

If either party reaches a point where they are not completing any work and not showing up to meetings, the professor will be informed. Feedback will be taken care of during the weekly meetings.

You may add additional norms here.