

## CSC106

### Group Norms and Team Contract

Group Member Names: \_\_Heriell Munoz\_and\_Laila Ghazi\_\_\_\_\_

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?)

Consensus.

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)

T&Th 1-2pm in library

Reasons for missing - anything of personal importance

Missed members - follow up and do the other half of projected work for the day

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

Assignments made - talking it out and setting deadlines

An email will be sent to each other communicating concerns

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

Communication through emails and meets will bring out participation from everyone to end with something we both feel comfortable with.

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

T&Th 1-2pm in library

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

Laila will take Scrum notes and shared through email

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

Ask if help is needed so it doesn't happen again and the late partner will make up whatever they missed.

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

With low meet time per day meet, conversations will be at a minimum so the task can be completed

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

Constructive criticism will be the golden rule

You may add additional norms here.