CSC106

Group Norms and Team Contract

Group Member Names: Hunah Touma & David Brennan

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?)

Hunah will provide a layout/ blueprint for the project and it's scrum information. David will then "OK" the proposal if it works, or, he will request changes made to better suit the groups goals and or productivity.

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)

 Attendance in class will be expected, as well as in lab. There will be at least one zoom meeting between both partners once a week for the duration of approximately an hour. Reasons to be absent should be: feeling ill, having an emergency etc.

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

Assignments will be inspired by previous assignments contributed by one or both of the partners. They will be a collaborative effort of brainstorming and, then, a consensus to initiate the project(s) themselves. Anyone in the group who does not complete or poorly completes the assignment MUST be subject to explaining their negligence in person to professor VF (before he's had his coffee). They must also buy professor VF a coffee.

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

Participation will be if the code is doing exactly what both members wanted (it's ok if one member needs help) and is neat, according to the TA's standards.

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

Text, Email, Zoom, Classtimes, Library. We will decide on location and times through text.

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

Scrum meeting notes will be made based on certain workloads of the week. Some weeks one partner will have more work, other weeks another will (considering actual work and life outside of class). Usually, Hunah can do them.

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

Promptness will be required. Show up to class or zoom 5-10 minutes early to allow discussion, preparedness. Lateness should not be an everyday thing.

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

The team will promote solid communication by having an honest discussion about why or why they won't make decisions/ deadlines. There will be no judgement, but there will be a sense of professional feedback.

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

The team will enforce it's own rules by having a checks and balances system in place, along with open communication. It will be feedback strictly on the partner's work, and not their character.

- If any rules are not followed by a partner they <u>will</u> be sentenced to death.

You may add additional norms here.