

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?)

As long as the person recommending a decision makes valid points we can decide based on it.

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)

Wednesdays after 3:00 p.m. if not whenever we can meet up. Clear communication in case something occurs.

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

Communicate with the person if their part isn't completed on time to be able to gather things and complete the assignment.

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

Mainly through whatsapp, zoom calls.

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

Wednesdays after 3:00 p.m.

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

Alanis will be sharing the documents.

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

Expect to turn it in on time unless justified and communicated.

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

We will encourage active listening by reinforcing respect and open communication.

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

Honest communication through chat or in person, always with respect but always honest.

You may add additional norms here.