

CSC106

Group Norms and Team Contract

Group Member Names: _____ Jayda Silva _____ Riss Rincon Rogers

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?)

The decisions should be made by consensus as there are only two of us. Decisions should be discussed and agreed upon without either party feeling as if they are conceding on their stance.

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)

Expectations for attendance are very lax as long as we meet up afterwards on a different day to work on the project. Obviously attend as often as possible but life happens just communicate on the day of the absence and we will work something out. Missed meetings can be done virtually, partners can be told what was done and what they should work on.

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

Assignments will be discussed periodically between partners, check-ins may happen. Communication will be key between partners for poorly completed assignments. If there is a valid reason the assignment must be redone at better standards. If no resolution, issues will be discussed with a TA or Professor Fay-Wolfe.

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

Numbers will be shared and communication will primarily be through text messages as email sometimes takes a while. Through understanding what everyone brings to the table, project roles will be distributed. Texting between participants when there are questions/ issues will play a part in everyone completing their roles.

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

Weekly meetings will be at the discretion of participants and will be agreed upon based on their residential status. If both parties live on campus they can meet at agreed times

and locations. If differing residential status if one member decides it would be best to do it virtual zoom, and google meets can be utilized.

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

Any responsibilities with note taking will switch off between members upon their discretion. Note taking roles should be switched weekly to ensuring equal distribution of work. If any work is done outside of meeting times it should be recorded and brought up at the next meeting to integrate into SCRUM. Google Sheets will be used for SCRUM documents. Either participant can use a designated color to record who took notes/ who did what.

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

Participants are expected to show up within reasonable time of meeting. Any exceptional tardiness will be recorded. There are understandable circumstances in which participants can be late, those shall be discussed between the two beforehand and agreed upon.

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

An introductory conversation just to get to know and understand each other should happen. For proper cooperation partners should understand each other at the beginning and what their limits are. Brief conclusion of the meeting and overview of how each partner is feeling towards the project should happen regularly. Specific signs, words or colors can be used to communicate the desire for active listening.

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

By understanding that completion is a team effort and that there is someone else depending on your work. I personally prefer direct but professional feedback that comes with an explanation. I would like to know why you believe I should make those changes, so if there is a misunderstanding I can explain why I decided to do it that way and we can move forward.

You may add additional norms here.

I personally believe that life happens, and that we're human if there any issue that might impact the project just communicate that and we can work together to figure something out. Though this a big project, a partners personal relationships are the priority and as shown through out the contract communication can resolve most issues.