

## CSC106

### Group Norms and Team Contract

Group Member Names:\_\_\_\_Ella Glantz\_\_\_\_\_Jeffrey Gutierrez

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?)

-Decisions will be made by agreeing on something together, whether we come to that agreement through a compromise. Likewise, we'll do majority on 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)

-We'll plan soon in the future what times work for us to work outside of class depending on our schedules and work load. We'll make an effort to work at least two times a week. Working together could also be on ft if we cannot meet up.

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

We'll create a plan on future tasks we want to include in order to complete our final project. Assignments will be made by coming to a consensus together on what we decide to work on and what each person is interested in completing.

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 and utilize github as a way to participate fully on both ends. Likewise, depending on what each of our interests are we can create assignments that model those interests in regards to the project. Likewise, if one of us is more confident on a topic they can teach the other and take charge of that specific aspect of the project, which also reinforces participation.

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

-We will decide depending on our schedules and class workload as a way to configure times and locations that work best. We can use the library or just facetime as a way to meet up. We can share our schedules that way we are aware of the times that work for both of us. We have the goal of finishing this project on time to the best of our ability, which we assume will include meeting two times a week at least.

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

Anybody can add to the notes. It will be shared to every member by a spreadsheet.

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

We will create a schedule for this project being completed on time and we'll follow this schedule in order to complete the goal. In addition we have to be organized and stay on top of work. We also have to prioritize this project.

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

Make sure we are both heard and share what we are thinking. And being respectful while conversing.

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

We can check each other's work and critique it as well as offering feedback and our opinion on anything that needs changes or something we think is a really good idea. Enforcement and feedback will occur through making sure we work together that way we are aware of what each person is doing.

You may add additional norms here.

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