

CSC106

Group Norms and Team Contract

Group Member Names: Nolan Marx and Jeshua Benzent

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 through a group consensus process. We will discuss all the issues or new ideas we have / want to implement. Through this, we will be able to allow both parties to have say in the projects.

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 should notify each other as soon as possible to make note of anything that may come up attendance wise. Members should be at every meeting unless something important came up and other members were notified with time. The reasons should be legitimate like a personal family issue, or maybe even a traffic jam.

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

Assignments will be made through communication. We will talk about what assignments are needed to be completed and anyone can choose the task that they want to do but they must complete it by the deadline. Any reason as to why it wasn't finished must be talked about with the group or even brought up to a TA

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 share information through the use of iMessage and zoom. For minor planning and communication, iMessage is the most practical and effective. Zoom calls will be used to work on projects and assignments or to discuss more major details.

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

To start, we will be meeting remotely via zoom due to the current situations of each partner. As the semester progresses, we will consider moving our meetings to in person if needed. At the beginning of each week / when needed, we will discuss available time and when we can meet.

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

Nolan will take care of the SCRUM notes and they will be shared through Google Drive while we talk on zoom about the notes. Participation from all members is required. Talk things out entirely and make sure that notes are understandable to one another in regards of assignments and functionality

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

We expect all work to be completed on time, unless a negotiation has been discussed and agreed upon.

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

The team will encourage and reinforce active listening, sharing of airtime, tangents, and respectful dialogue throughout the meetings by letting one another talk and giving them time and space for them to express their thoughts wholeheartedly. Tangents will happen but they should be no longer than a minute or two. Topics related to the discussion and project take precedence.

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

The team will effectively enforce their own rules by keeping an open communication policy. Both parties are open to and prepared for constructive criticism and we realize feedback is necessary if we want to make progress.