

Group Norms and Team Contract

Group Member Names: Lauren Holly and Jasmeen Bhattal

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?)

consensus

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 planned ahead for a schedule of when to meet. Being sick or being away would be a valid excuse. We are gonna have assigned work that each of us does individually, and some together, so we can do the individual work when the other is not there.

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

We will agree on the assignments for each member. When it comes to poorly completed assignments, we can communicate and come to an agreement.

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 text each other and set up times to meet. We have open communication.

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

We live in the same building and have a good idea of each other's schedules.

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

Lauren will take the SCRUM Meeting Notes and they will be shared via email.

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

We have each other's contact information to warn each other about lateness.

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

We keep each other in check.

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

We will calmly give honest feedback.

You may add additional norms here.