

## CSC106

### Group Norms and Team Contract

Group Member Names:\_\_\_Lydia Nicolau & Genevieve  
Drouin\_\_\_\_\_

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 using affective communication where both parties assess the pros and cons of their idea.

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)

It is ok to miss class on occasion but if you are absent you need to communicate with the other member the progress you had made on the assignment, or plan to make.

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 to get a certain section of the project completed by a specific date. If a group member does not finish an assignment on time then a small extension can be given if agreed on by group members. If the work is poorly completed that group member needs to go back and fix their work.

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

Group members can communicate via text. Code can be shared through email or another platform. Assignment dates will ensure participation. If a member has a specific strength they are more than welcome to inform the other group members so the group can take advantage of that.

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

Meeting times and locations/mediums will be decided on by all members so that it fits all members schedules.

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

Both members will be responsible for keeping up with the dates in their own agenda aswell as adding to the SCRUM Meeting Notes. They can be shared via email or text.

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

It is expected that members of the group are on time. Lateness happens and will be excused for the first few instances. Constant tardiness will require a discussion among group members.

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

Time spent together in class requires all members to be listening. When someone is talking it is important to let them finish their thoughts before adding in your own dialogue.

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

It is important to for all members to hold themselves and others accountable for breaking a rule. If a rule is broken an open discussion can be had between group members. All feedback should have no negative or hostile energy, just positive and helpful inputs.

You may add additional norms here.