

## CSC106

### Group Norms and Team Contract

Group Member Names: JD and Madison Sherlock

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?)

We decided consensus will be how we make decisions because it ensures both of us are okay with said decision.

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)

Every Wednesday and Monday either in person or Zoom (JD will make the zoom links). Legitimate reasons for leaving would be sickness, work, classes, and tests, as well as other events out of your control.

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

Assignments will be assigned using the scrum document. If either of us fails to complete their assignments, they will be responsible for catching up or facing the consequences.

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 by phone. We will ensure full participation by making each other do every OTHER assignment. I feel this allows even workload.

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

We will meet in person in the library at 430 PM - 530 PM. Both of us can easily access that location. If one or all of us is not available to meet in person, we will agree to meet over Zoom, either that day or a separate agreed upon date

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

The Scrum meeting notes will be taken in Google Sheets under the SCRUM Notes tab. The one who will take the notes is JD because he came up with the idea, and thus, would know the concept more than I do.

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

Lateness will be handled as above in section "Assignments"

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

If conflict ever occurs, the two of us just talk it out and reach a conclusion.

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

The team will enforce its own rules by reminding the other via text messages reminding each other to follow them.

SIGNED:

JD

Madison Sherlock