

## CSC106

### Group Norms and Team Contract

Group Member Names: \_\_\_\_\_Phiwe and Josh\_\_\_\_\_

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 will share ideas with each other and implement those that we both agree on, coming to a 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)

The project should be worked on everytime we have class, but should be worked on outside of class as well. If someone is sick or has a conflicting important schedule.

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 based on agreed individual strengths and weaknesses.

On pear review we will both go over the part that may have been poorly done and try to fix the problem.

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 through in-class time and sharing contact information and possibly use zoom when not in the classroom. To ensure everyone participates we will stay in contact and see if they complete what was assigned to them.

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

Texting and calls will be the main form of communication. Locations and times for meeting will be determined via text as will be convenient for the both of us.

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

We will decide on who takes what notes as is convenient for both of us and who has the better information to take the notes. The notes will be shared via google docs and by mobile texting if need be.

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

When we have class that day, they should expect to see the partner there unless they told them ahead of time and had a conflicting schedule or were sick. If they are late, fill them in on what was missed.

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

We will be mindful of each other's sensitivity and will communicate in a way that seeks to build and not impune the other.

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

In a polite and respectful manner we will conduct ourselves and try to have the projects best interests furthered.

You may add additional norms here.

TBA