

## CSC106

### Group Norms and Team Contract

Group Member Names: Sean Guzman and Devin Almeida

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 based on an agreement between us two, and if there are disagreements, there will be an attempt to resolve those by meeting in the middle or compromising on any adequate alternatives.

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)

Once or twice a week, we would meet and discuss any changes that should be done to the code so that there is a source of in person troubleshooting and decision making that will help with making a decent product

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

Based on our strengths and weaknesses, we will decide on what we should be doing and we will be given deadlines to complete the assigned tasks. If there is a poorly done task, we will help each other, but will consider the consequences of that based on impact to the project.

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 keep in touch through texts and calls in case there are any errors with the project and will also meet in person to make sure everything is going smoothly. We will also make sure that we utilize our strengths and weaknesses in order to optimize the rate at which we complete the project and ensure the highest quality of work.

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

Based on our availability, we will decide on whether to meet over a call or in person, and if there are any times where we can meet during class, those times will be much more convenient as we will be at the same location at the same time.

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

We will both take notes based on our agreement on what we're doing and whenever we complete or need to add a task we can communicate that with each other and edit the document to represent that change.

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

If there is something that is being done too late, we will try to help out and make sure all essential aspects of the project are completed by the expected deadline, although if there is excessive lateness, it will be represented accordingly in the grade distribution.

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

Each member will have their voice and will have an opportunity to include their own opinion and recommendations and also having the option to add on whatever optional additions to the project once all essential aspects have been completed.

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

We will communicate with each other in order to make sure there is no possibility for there to be a break in the rules and if there are any major disagreements in what we should do, a more extreme compromise will have to be made in order to get off the issue and make sure the project is able to be completed.

You may add additional norms here.