

## CSC106

### Group Norms and Team Contract

Group Member Names: Seth Kadar, Shuichi Kameda Almedia

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 make major consensus decisions in which we both agree on a decision. It is important that we agree on topics in order to sustain interest in the project. We have picked a project that interests us both and one that we have both agreed on. So far, we have been able to be flexible and accommodate how we each want to go about doing this project.

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 plan on doing weekly meetings. Specifically, Thursdays at around 5:00 PM.

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 in a timely manner. We will use a SCRUM sheet in order to list out our goals and successfully accomplish them. So far, we have not had any sort of issues with the completion of assignments and we do intend to sustain that. However, if an issue arises, we will contact the professor and/or the TA's.

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 using text messaging and emails. In the case that someone is not able to show up for a meeting, the other person can provide an update through the previously mentioned communication mediums.

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

We will have meeting at Thursday at 5, after lecture. We will do zoom calls to communicate in real time. We have already compared schedules and decided that Thursday at 5:00 works best for the both of us.

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

Shuichi Kameda will handle any information regarding SCRUM notes and agendas. They will be distributed through email.

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

We expect perfect promptness. If a series of issue arises we will contact our professor.

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

We will not talk over each other although this does happen accidentally on Zoom due to it being virtual. We will try our hardest to maintain respectful conversations and neither of us predict that this will be a problem.

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

Any feedback will be offered critically and respectfully. Any rules that are assigned for this project will be upheld only during instances where a serious issue is not present.

You may add additional norms here.

- Be respectful and understanding
- Be creative
- Carry your weight of the project
- Each individual is responsible for completing portions of the assignment