

CSC106

Group Norms and Team Contract

Group Member Names: Venthai Mao, Marvens Sainterlien

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?)

Decision making should be both partners agreeing on it, and working together.

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)

I think that attendance should be important, and there should be valid reasons to miss, missing members would just have to do their part on the assignment.

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

Assignments should be fair to each member, and missing and poorly complete assignments can always be made up.

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

Participation should be mandatory to get work done. Ensuring for participation is through effective communication.

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

Locations and meetings can always be in person or online, members can agree on it.

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

I will be making SCRUM Meeting Notes, and sharing it with my partner, in google sheets. - Venthai Mao

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

Lateness can be accepted if there's valid reasons, but being on time is preferred.

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

We will respectfully communicate with each other working on the project.

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

Feedback will be very useful, so we will work together in providing feedback.

You may add additional norms here.