

CSC106

Group Norms and Team Contract

Group Member Names: Amber Rastella and Angelina Biafore

Decisions (How will they be made? Majority, consensus, other?)

By consulting each other and doing our best to agree.

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)

At least once a week outside of class, if something comes up make sure you text partner and we can reschedule.

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

Attempt to split work equally. If there are issues with members not doing the work, attempt to work them out.

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

Communicate through text, try to divide parts of project equally, but if someone has a weakness in something it's not a big deal to help out. This doesn't mean 80/20 splitting though.

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

Try to find times that are the best fit for both of us. Usually will be video calls, no physical meetup.

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

Switch off on notes, make sure we're both doing them, shared through excel

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

Lateness is not an issue as long as there is proper communication between the members.

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

Reinforce with self interest of wanting a good grade in the class and reinforce with partner interest, not wanting to let the other down

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

Self enforcement, don't want to let your partner down. Be honest with each other and talk if something's bothering either of us.