

CSC106

Group Norms and Team Contract

Group Member Names: Aden Pessin, Yan Pan

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?)

Propose - discuss/debate - find middle ground if disagree. If both sides are lost, join office hours 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)

Don't miss class unless necessary- it happens, just let the other member know. If it becomes a regular occurrence, figure it out and show up to class. Legitimate reasons include but are not limited to: Sickness, family emergency, mental health day (but be considerate).

It is the missing members responsibility to communicate and discuss when they miss something, and are expected to put extra effort in to make up lost time.

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 while we discuss, and assigned based primarily on interest first. Then we will divy up the work as equally as possible.

If we have one member who doesn't finish his assignment, we will talk it over and figure out why. Then we will proceed with what we will do about it. (redo/more time)

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

Group members will text, facetime, zoom when necessary. We will also have shared docs and sheets with each other, determining what needs to be done and prioritized. The doc will contain pseudo code and ideas and descriptions.

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

Texting, zoom, dorm rooms, lounges, study rooms in library, study room in white hall before class.

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

Split up the notes and they will be shared over google sheets

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

Racing to get something done can leave a lot of room for error, and taking time to understand and improve can be very helpful, if behind on tasks, just prove to your partner that you are still working and putting effort into it, not just slacking off. If slacking off occurs, stop.

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

Don't be rude, be polite, respect each other, listen and take what the partner says and expand on it when possible. Be civil.

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

Team will enforce rules adequately, but won't be annoying about it. Give polite but honest feedback and receive it confidently.

E-Sign partner 1: Aden Pessin

E-Sign partner 2: Yan Pan