

CSC106

Group Norms and Team Contract

Group Member Names: Grace Bertone and Andrew Bilodeau

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 by discussing options with each other and coming to an agreement about what we think the best option is.

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 will discuss after class how we are doing and what needs to be done and when and where we will meet. Illness or other circumstances such as family needs, appointments, are legitimate reasons for missing. If a meeting is missed by one of us we will just reschedule the meeting.

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

We will work together on all assignments. If someone does not complete an assignment it will negatively affect that person's grade. The other partner will have to do their part and then when reflecting at the end of the project, that partner will be open about the unequal distribution of work and it will negatively affect the partner's grade who did not do the work.

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 contact each other through email and phone, and will meet at times we discuss and agree on in order to share information and work together.

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

We will discuss when and where we will meet at a location that works best for both of us depending on the time and circumstances.

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

We will each be responsible for documenting notes so it is fair. We will be responsible for documenting each thing we complete.

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

As long as each partner isn't late to the point where it negatively impacts our work and ability to complete our work then lateness should not be a huge factor. Sometimes things get in the way or happen out of our control or people just happen to be late and those circumstances should be considered.

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

We will respectfully listen and talk to each other and remind each other to stay on task if we feel one of us is getting off task.

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

I think we should discuss feedback and different solutions amongst each other and give constructive criticism and advice to each other when necessary.

You may add additional norms here.