

## CSC106

### Group Norms and Team Contract

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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?)

- Consensus, can talk through options

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 can exchange schedules and find a time to meet, if a meeting is scheduled be there unless there is a serious health concern

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

- Delegate workload and if partner does not complete their work, address the issue

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

- Texting and communicating will keep us on track. Setting reminders for meetings will also be helpful to stay on time

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

- We exchange schedules and find times that work for us. We will text about locations, times, and what we will be accomplishing

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

- We can split the workload, but this is subject to change depending on what works best for us!

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

- Be prompt, 5 minutes is understandable but don't make it 20

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

- Respect one another and their opinions! Give positive feedback, and if you have a disagreement voice it kindly

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

- Be upfront with your views, and make your opinions known (respectfully)

You may add additional norms here.

- No additional comments :)