CSC106

Group Norms and Team Contract

Group Member Names: Asia Brown/Lucas Rocha

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.
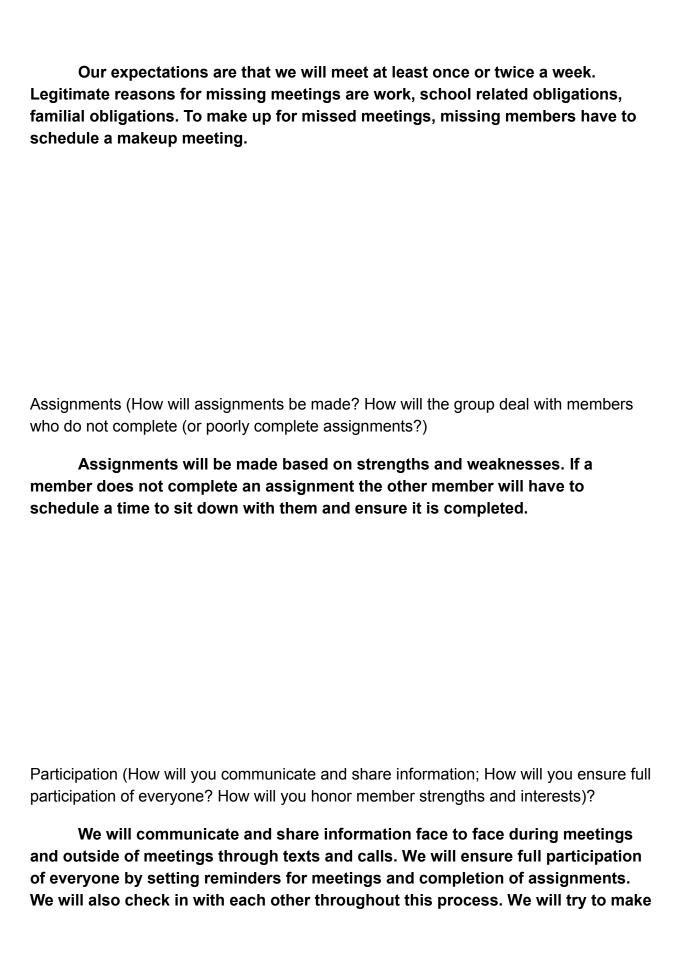
Submit the link to this document as part of your quiz for today. Also share the link with everyone in your group.

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?)

We will make decisions if we both agree. It shouldn't be too difficult as we seem to be pretty like minded.

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)

Our expectations are that we will meet at least once or twice a week. Legitimate reasons for missing meetings are work, school related obligations, familial obligations. To make up for missed meetings, missing members have to schedule a makeup meeting.

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 based on strengths and weaknesses. If a member does not complete an assignment the other member will have to schedule a time to sit down with them and ensure it is completed.

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 communicate and share information face to face during meetings and outside of meetings through texts and calls. We will ensure full participation of everyone by setting reminders for meetings and completion of assignments. We will also check in with each other throughout this process. We will try to make

assignments based on interest level in order to keep us more motivated and engaged.

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

Firstly, we live in the same dorm so meeting location shouldn't be too much of a struggle. We will discuss times that best suit each of our schedules.

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

We will take turns taking notes each meeting and we will share them through Google Docs.

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

We expect that each of us will be on time however, lateness by a few minutes is acceptable. 10 or more minutes late will result in more time spent on the project by the late party.

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

We will keep our language respectful and give each person the opportunity to speak without judgement or interruption.

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

We will set reminders and make a physical copy of our rules so that we don't forget them. We will provide feedback respectfully and with care.

You may add additional norms here.