

CSC106

Group Norms and Team Contract

Group Member Names: Ben Sowa Aidan Colby

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 can be made based on who is more confident in completing the task, and or whose idea it is to have it done

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)

Should attend every class, as well as attend outside of class meetings, and or zoom calls to work on tasks

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

Assignments will be collaboratively made by the group, we can decide on what parts we want to do, and anything that needs to be filled to complete the assignment can be done together. If the group member does not complete the assignment, we can modify the percentage of group participation at the end of the assignment, as well as have to fulfill what they group member did not complete

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 over text and in weekly meetings. We will hold each other accountable to participate equally. We will split the work equally based off of the strengths and weaknesses of each member.

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

We can text each other and decide on times to meet, and find out when each other are free for meeting

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

Whoever completes the task can fill in the Scrum meeting notes

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

All tasks should be completed on time and if one is late it will be added on to the next deadline to be completed.

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

Finding a time that works for both of us, and a time that conveniently fits in our schedule so there are no hiccups and absences, unless a serious reason is brought up for an excuse

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

Meeting every week, scheduling what we are going to work on, as well as making sure everything that is needed to be done gets done

You may add additional norms here.