

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?)

**We'll talk about the issue or problem together and agree on a solution. So
Consensus**

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)

Really only if you're sick, or personal issues that you can't get away from. Treating it like an actual class period, if you really can't make a time just reschedule it to sometime that fits both parties' schedules.

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

Talk about the issue together and try to resolve it. If one group member doesn't complete an assignment on time, schedule a meeting to talk about the project and their 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)?

Texting, Meeting in person, talking in class, pretty much constant communication about the project.

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

We have already decided to meet in the library as a common ground. The times would be worked out while looking at everyone's schedule and finding the best time to meet for everyone.

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

We'll both take meeting notes in the shared sheet that we both have.

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

Stick to the schedule and if we end up behind schedule, catch up.

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

We only have 2 members per group so just try not to talk over each other and be respectful towards each other's opinions.

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

Don't be quiet, if something is bothering something,I bring it up and talk about it.

You may add additional norms here.