

## CSC106

### Group Norms and Team Contract

Group Member Names: Joshua Kinnes, Chloe Tworek

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?)

- General consensus and collaboration on ideas will determine what makes it into the final project.
- When you have an idea put it out there

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)

- Make it as often as you can
- Stay in touch throughout the week - even when not in class
- Legitimate reasons for missing: sickness, work, appointments
  - Reasons can vary as long as they are communicated
  - Let each other know if will be absent
  - To make up just keep in touch and maybe set up meeting outside of class

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

- 50% for each of us (of what is required)
  - If want to add more that is okay

- If do not complete an assignment - make it up the next week and work together with partner

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

- If confused and one assignment is not your strength ask the partner for help
- If you feel more comfortable with one task than another, communicate that

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

- Will decide meeting times through messaging or in class and try to find times that work for all members

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

- Both can take notes - Josh created the original documents on a shared Google Drive

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

- Expect to be on time to meetings but if not (perfectly understandable) just let the other member know

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

- Ensure ideas and issues are communicated thoroughly and both sides are taken into account

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

- Communication between partners stressing honesty and constructive criticism of completed material

You may add additional norms here.