

CSC106

Group Norms and Team Contract

Group Member Names: Caleb Cyr, Connor Montague

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 will be made only if both of us agree on the changes or ideas.

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)

For attendance, it's expected that both of us attend meetings both inside and outside of class time to discuss and work on project ideas.

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 using the SCRUM spreadsheet where we will put forth weekly tasks and assignments for each of us. Group members who do not complete or complete assignments poorly with no acceptable reason as to why will be affected with their grade/effort percentage being dropped.

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

Communication will be made mainly via the social platform Discord. Participation will be ensured by dividing up tasks so that we both have a roughly equal and fair amount of work to complete.

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

Meeting Times and Locations will be decided over discord since this is also what we will be using to screen share and voice chat. Since there is only two of us we have gone over the general days that we can meet on and if a meeting is needed we will decide the meeting times for that week.

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

SCRUM meeting notes will be taken by the both of us as we sit fit to update them. They will be shared via the shared SCRUM document, and we can also relay any important information via Discord.

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

I expect both of us to arrive on time. Lateness of more than 30 minutes will affect the effort percentage at the end of the project.

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

We will encourage active listening by providing ample and frequent feedback on each other's ideas, as well as building off of them.

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

We will each give feedback in the github when making edits but also in meetings. We will enforce these rules by being very upfront with each other if either one of us is not pulling our own weight.

You may add additional norms here.