

## CSC106

### Group Norms and Team Contract

Group Member Names: **Daxton Tassone and Alex Chow**

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 by consensus. We can come up with individual ideas and share them with each other, but nothing is finalized until it is agreed upon.**

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)

**We will meet outside of class at least once a week. If we need to meet more, we will. We will be creating the schedule through the SCRUM document and trying to get everything done for when we say we will.**

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

**We use the SCRUM document for goals for the week and that would be considered our assignment.**

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 have each other's contacts and can message each other about any questions or comments. Each member is expected to follow the things assigned on the SCRUM document.**

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

**Meetings will be in person unless we are unable to, then they will be over zoom. We will find a time that works for both of our schedules. For the location, we can work in the library.**

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

**We both are able to take SCRUM Meeting Notes, alternating from each day. Format will be within Google Sheets**

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

**If someone can not get something done on time, let the other person know so they can either do some of the work themselves or readjust due dates to accommodate.**

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

**Give positive and constructive feedback. In meetings we expect full attention from each other, asking questions to each other for clarification and more ideas.**

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

**Referring back to the contract and during meetings we can give feedback to each other. We can message each other if it is an urgent issue/problem.**

You may add additional norms here.