

## CSC106

### Group Norms and Team Contract

Group Member Names: Malcolm Rodgers, Erich Priemer.

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?)

Majority, agree or disagree on things as we go.

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)

Meet over discord or another chat service, whenever possible tag the other members and meet. Missing members should just pull their weight, if they miss a session just get the work done before the next one.

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

If someone doesn't complete their assignment, complete it before the next one is assigned or the next task is released. If an assignment is poorly completed, then have the group go over it and improve it.

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 discord. We will ensure full participation by meeting weekly. We will honor are strengths and interests by being respectful of each other and the decisions that we want to make.

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

We will meet in discord whenever possible. Both of us have lives outside of this class and can't always meet in person. Discord offers the benefits of being able to see each other's screens and peer review on the fly as well as talking to each other through VOIP. We will attempt to meet in person at least once a week and work on major chunks of the project. However, if we cannot meet in person, there is little issue because of the benefits that discord offers.

Restrictions:

Malcolm: I cannot meet on Mondays. I have a conflict with the fire department weekly truck checks at night after classes. I cannot meet on the third and fourth Saturdays of the month as well as the second Tuesday of the month due to fire department training nights. These often get cancelled or pushed back, I will let everyone know when or if they do.

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

Both of us can add to the scrum meeting notes and make changes to the agenda. The agenda will come in the form of a document listing out weekly tasks.

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

We will meet up online once a week. Since it's online, lateness won't be a real issue within our group. We will also meetup at a time that is suitable for the both of us, so lateness won't be a problem.

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

We will be respectful of each other's opinions and ideas on the project. We will both give each other ample time to discuss our independent ideas on the project. We will both take notes during discussions to help reinforce active listening.

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

We will enforce our own rules accordingly. We will hold each other accountable and hold ourselves to our own moral and ethical standards. Give and receive feedback when discussing the project.

You may add additional norms here.