CSC106

Group Norms and Team Contract

Group Member Names: **Selena Cabral & Madeline Gallagher-Strauss**

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?)

- ❖ Converse about ideas and incorporate them into one if a consensus cannot be made.
- ❖ If one person does not show up to class, lab, etc… the other person will just make the decisions that need to be made.

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)

- ❖ A legitimate reason for missing class would be being sick, or an emergency (personal or family).
- ❖ If one of us knows we aren't coming to class/lab, contact in advance and make up for that time.
- ❖ If one of us worked in class for an hour, the other partner would work for an hour (time can change) or put in an effort to complete their part.

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 based on strengths and who is more excited for different aspects of the game.
- ❖ If a group member does not complete their expected amount of work, first contact the person, and if they are clearly not pulling their weight speak with teaching staff and evaluate effort accordingly on final review form(?).

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

- ❖ Full participation is a set expectation to ensure everyone is on the same page and I think hyping each other up will really motivate us to get this assignment done on time.
- ❖ Will honor strengths and interests by prioritizing task assignments accordingly.

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

- ❖ In-person meetings might happen, depending on scheduling and workload from other classes.
- ❖ Monday, Wednesday, Friday (depending on scheduling), we will call online (Discord) so that we can still work together and share code.
- ❖ Expected that we will meet 2-3 times per week outside of class/lab. Adjust accordingly once we start the assignment.

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

- ❖ Collaborate with what we are putting in the SCRUM notes. Shared via Google Sheets.

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

- ❖ If it is something reasonable that is worthy of extending the deadline for a specific part of the assignment, then we will extend it by an appropriate amount of time.

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

- ❖ Make encouragement a priority.
- ❖ If there is a disagreement, either make a compromise or incorporate both ideas.
- ❖ For any "arguments", still use respectful language and come at it with a growth mindset.

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

- ❖ We made this contract and agreed on all these rules, so following the contract would be the only rule.
- ❖ Feedback could be given at any point where we are meeting (or not), and constructive respectful criticism is always welcome.

You may add additional norms here.

N/A (Just be nice :))