

CSC106

Group Norms and Team Contract

Group Member Names: _____ [Gren Paynter, MD Shamim Reza](#) _____

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](#)

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)

[My expectation for the frequency is communication every other day or everyday. The attendance working outside of class should be 100%. A legitimate excuse is one of the only reasons for missing a meeting/class. Missing members should contact the other member and see how to make up missed work.](#)

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

Our group will be constructing assignments that we will have to complete. The group will deal with this by getting help from TA's and make the assignment complete.

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 through text and email. Due dates will be set in order to stay on track and will be having our own zoom meetings set up. We have a mutual respect.

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

Meeting times and locations will be decided through text or email.

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

Both partners will take notes, when completed we would compare notes. They will be shared on the GoogleSheet.

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

If there is a legitimate excuse then the meeting will be organized at a later time.

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

Our team will encourage good team behaviour by having respectful dialogue and sharing of ideas.

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

Each day will have a different coder for the group and at the end of our meetings we will give feedback.

You may add additional norms here.

N/A