CSC106

Group Norms and Team Contract

Group Member Names: Lily Nguyen, Kat Toolan

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.

1) Decisions (How will they be made? Majority, consensus, other?

   Consensus - Both party agree on whatever

   If we run into a disagreement:

   Find common ground/ compromise

   Understand each point of view

2) 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)

   Start with once a week (increase frequency closer to final date)

   Meet day before to go final details

   Meetings will take place group study room at library, if not open dorm at Kat's dorm

   If we cannot meet in person, we'll arrange a meeting via. Discord

Meeting Tuesday night at 7:00 for one hour. Friday online meeting reserved for extra work or if someone is sick.

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

Come up with assignment list after we choose our project idea

Task split according to skillset - try our best to split assignments evenly

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

Communicate through text message & Discord

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

Library 24 hr Room/ group study room every Tuesday @7 PM

Or

Online meeting Fridays Evening

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

Lily will take SCRUM Meeting Notes

Format TBD

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

       Take care of your assignment parts

       Communicate lateness or if you need more time etc…

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

       Strength -> Growth Area -> Not use "But"

       Weakness -> no fluff

       Agree to:

              Give honest feedback

              Take feedback constructively

You may add additional norms here.