CSC106 Group Norms and Team Contract

Group Member Names: <u>Mithilesh Pabba and Herik Munoz</u>

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?)

Both have to agree on a mutual decision before any changes are 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)

Attendance will be when we are available and have time to do the work. Legitimate reasons for absence are sickness, family issues, or some emergency. Just do the work when it is due to make up for missed meetings.

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

The assignment will be done by splitting the work and if members do not complete the work, other members will tell them to complete the assignment. If necessary, the professor can get involved.

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 share information through github, while also having each other's contact information to ensure full communication. If someone feels more comfortable than someone else doing something, we will allow them to do it.

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 texts.

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

Everyone will contribute to the agenda and SCRUM meeting notes. It is shared from google sheets.

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

Tell the member to catch up on their work. If still not done, the professor and/or TA's will get involved.

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

No disrespect will be tolerated towards any group members.

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

We will enforce the rules by always reminding each other of what is expected. We will be able to give and receive feedback by just being honest with each other on how we can each improve on something.