

xCSC106

Group Norms and Team Contract

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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 both need to agree

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)

Make sure you aren't missing very important class days

Let the other know ahead of time if you are going to be out

Make up partner work as soon as possible

Don't prevent further progress from being made

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

Assignments will be agreed upon together and divided evenly

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

Communication over snap

We learn figure out interests/strengths as we go and be open to helping each other with their tasks when needed

If someone comes up with an idea they are interested in they can be in charge of that

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

Morrow lounge

After class

library

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

The SCRUM will be filled out during in person/class meetings when we can communicate ideas

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

If there is a real reason it is understandable but understand that work needs to be completed on time so we can finish quickly

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

Being respectful of each other's time, ideas, and abilities

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

We both understand that we are learning and won't know anything. Don't be afraid to critique each other's work as well as ask for help.

You may add additional norms here.