

## CSC106

### Group Norms and Team Contract

Group Member Names: \_\_\_\_\_ Josie Shirah and Julissa Tenas \_\_\_\_\_

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?)

Consensus, discuss with the group.

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)

Working on it weekly - maybe through zoom or facetime

Legitimate reasons for missing: Exams (especially finals), emergency

Make up for missed meetings by working on the project and communicating with the group.

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 and discussed at meetings. Members who poorly complete assignments will be communicated about the poor work.

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

Text, use the SCRUM document.

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

Mentioned earlier - zoom or facetime, or in person.

Once a week... maybe monday.

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

Whoever agrees that day to take notes, - Josie can take notes.

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

Members are expected to prompt on meetings and should communicate with team members if tardy.

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

Communicate if we are getting off task and if the other person isn't listening.

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

Team members will discuss rules before the start of the project. Team members will politely ask team members to start the project.

You may add additional norms here.

Group members will respect each other's time :)