

CSC106

Group Norms and Team Contract

Group Member Names: Kaleigh Archambault & Emily Gautreaux

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?)

We feel like decisions for the project should be made as a general consensus.

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)

We expect to meet at least once a week and plan additional days to meet if we feel it is necessary. Legitimate reasons for missing a meeting would be things like work, needing to catch up in other classes, or any type of emergency. A missing member should

contact their partner to see what work needs to be done that week or ideas they may have missed.

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

When assigning tasks for the project, each partner will pick a task they feel confident they can complete. If an assignment is not completed or completed poorly, the member that can't complete the task should inform the other group member so they can either complete together or help the other group member through the task.

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 to assign tasks and pair program through zoom when possible. We ensure full participation by splitting the work evenly and we'll honor strengths and interests by assigning tasks they feel confident in completing.

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

We can communicate a mutual meeting time each week through text and see what works best for both of our schedules each week.

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

Emily will be taking the SCRUM meeting notes and will share them through google spreadsheets.

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

We expect tasks to be completed on time and to meet if we have trouble getting a task done on time.

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

We'll both share and respect each other's ideas for the final project, take turns sharing screens on zoom, and take time to explain or help our partner through something they don't understand.

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

We will enforce deadlines and stick to assigned tasks to keep the project running smoothly. We agree to give feedback by explaining what we did to complete our task to the other group member and seeing if the other member has any suggestions.

You may add additional norms here.