CSC106

Group Norms and Team Contract

Group Member Names:_____Katelyn Boss_____

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?)

 They will be made by reaching a consensus and negotiation.

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)

Legitimate reasons for missing include: appointments, emergencies, and illness. I expect attendance a majority of the time. Missing members need to reach out and ask how they can help.

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

We will try to split the work equally in half so that it's fair. If someone doesn't complete an assignment or does poorly on it, then we will remind them that we can control their participation grade. Also, someone else will just have to pick up the work if they refuse.

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 try to make everything 50/50 and allow everyone's ideas to be heard. This is how we will honor strengths and interests.

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

 I work best on Discord, but other apps like Instagram would work, or even email. We will decide locations and times based on if they are a commuter or live on campus. If they're a commuter, we will meet around their schedule. If they live on campus, we can be more flexible with how we meet.

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

 We can take the notes 50/50, I own the document and will share it with them.

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

If someone is late, I will remind them of the due dates and that everyone is relying on their contribution to work on their aspects of the project.

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

We will try to be respectful and allow all ideas to be heard. We will learn about each other's strengths and interests and keep those in mind when discussing the project.

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

They will have to be accountable for their own grade. I would like feedback to be fair and to not expect more from me than themselves.

You may add additional norms here.