

CSC106

Group Norms and Team Contract

Group Member Names: Nikole Desimone, Kiryl Filipau

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?)

All the decisions will be made by a consensus between both members.

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)

Work outside:

Monday, Wednesday - 7PM

Friday - 3PM

Legitimate Reasons for Missing: Work, School, Emergency Situations

Reschedule meetings if members schedules do not match up.

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

If the member does not complete their portion of the assignment, the percentage of that assignment will go to another member who has to make it up

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, email, and meet in person when necessary. If one partner does not complete their portion of tasks, they get the percentage they deserve.

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

We have decided the 3 days that work best for us (Monday, Wednesday, and Friday). We will have zoom meetings when necessary at the times indicated above.

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

Kiryl will be taking SCRUM notes, which will be available to Nikole through a shared document.

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

If one of the members is going to be late, they can communicate that to the other member to reschedule the meeting time.

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

Conversations will be had using respectful language.

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

Feedback will be given by members through Zoom

You may add additional norms here.