

## CSC106

### Group Norms and Team Contract

Group Member Names: Mason Santos and Lucas Rocha

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?)

**Talk over whatever is being done and decide what is best mutually.**

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)

**Try our best to be fully present and if you do miss anything, pull your own weight and catch up.**

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

**We'll work together to decide what needs to be done and when, task by task promptly.**

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 and share information through social media. We both have agreed that we want good grades and will put in the equal effort for our assignments.**

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

**We can decide where and when to meet over text. We can meet together over zoom, or in person, such as the library, when we are both available.**

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

**The documents are shared over email, and we will both take notes equally throughout the process of working on the project.**

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

**Assignments will be completed on time and promptly. We will plan accordingly to have ample time to complete each part of the final project.**

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

**Active communication and making sure we are on the same page will allow us to avoid any possible troubles. We will also check in with each other frequently to ensure we are putting in equal effort.**

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

**We both agree that we are mutually determined to do a great job on this project and we both want good grades so we don't have to worry about one of us not pulling our own weight.**

You may add additional norms here.