

## CSC106

### Group Norms and Team Contract

Group Member Names: \_\_\_\_\_ **Matthew Rice, Tyler Palmer** \_\_\_\_\_

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?)

**Each member will share their thoughts and ideas and decide which idea is better.**

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)

**If a member is absent then they should contact their partner and tell them what they missed or reschedule for another meeting.**

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

**The assignments will be given by each of the partners strengths and will be divided equally.**

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

**Each partner will be given the same amount of work.**

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

**The partners can contact each other and set a time to meet and what they will discuss in the meeting.**

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

**Both partners will write them down the format will be that we add as we go.**

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

**Talk about why it was late and make sure it gets done.**

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

**Everyone can say what they want to say and their opinion will be respected.**

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

**If they do not follow the rules then a percentage of their participation will go down.**

You may add additional norms here.

**Be respectful!**