

CSC106

Group Norms and Team Contract

Group Member Names: Matthew Bolduc, Guillermo Hernandez-Nieves

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?)

Decisions will be made based on how work is split up, I will make decisions on my parts, and Guillermo will make decisions based on his parts.

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)

Be ready to work hard, valid reasons for missing meeting up is

- Family matters
- Personal matters
- Mental health breaks
- Too much work done on given day
- Staying up late finishing other work

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

- Assignments will be made up based on skill level, the more difficult assignments will be worked on together and the simple tasks will be split up. If a member does not do their work, they will be reported to the teacher after multiple missed deadlines.

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 text each other and talk to each other in class to make sure we are both participating. With open communication we will be able to successfully assess our strengths and weaknesses to make the best project we can possibly make.

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

- Locations will either be Hillside Hall Floor Two A-Side Study Room or Library

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

- Scrum notes will be collaborative, they will be shared in a google sheet.

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

We expect to turn in the work by the due date and if there is lateness we will communicate with each other openly to make sure it is turned in before the worst case scenario.

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

- Just maintaining communication and being friendly will lead to a healthy partnerships.

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

- People who do not participate will be reported to the professor for insufficient work.

You may add additional norms here.