

CSC106

Group Norms and Team Contract

Group Member Names: Sean Fitzgerald and Miles Williams

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?)

- We will be using a lot of compromising. If there is an idea one of us wants to implement, but the other does not like, we will meet in the middle.
- Keeping an open line of communication to keep everyone's ideas on the same page

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)

- We would like to meet twice a week and have both of us present and work on zoom
- The inability to make it because of other commitments that may come up in the next couple of weeks on the days we plan on working together
- They will be responsible for completing the tasks assigned to them on time or by the next meeting

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

- We will keep a tally on the SCRUM document if an assignment is not completed by a member of the group, and each time we will deduct a percentage
- We will assign everything equally and adapt to any new changes or difference in the workload for everything assigned

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 phone messages and set up times to meet on zoom
- We will ensure full participation through the percentage deduction discussed above
- Be open minded and if somebody wants to do something they can

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

- We will meet on zoom and times will be made on a whim, as of right Thursday morning is going to be one of the days we meet

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

- Miles will take the SCRUM Notes.
- The agenda will be updated at each meeting.
- The SCRUM notes and agenda will be a part of the SCRUM sheet

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

- We will deduct half a percentage point for each part handed in/completed late
- We plan on getting everything done on time and will hold each other accountable if it is not

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

- We are going to be very open minded talking to each other
- We will accept every idea and be respectful when disagreeing
- We have both agreed to not be mean about anything and to just compromise on any good idea brought up
- If there is an issue that arises we may use a third party to help us get on the right track

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

- We will be in contact with each other weekly for this project
- We will also make sure to use the point deduction method for anything late
- We will be straight up with each other and give feedback through text most of the time
- We also are going to submit pull requests when we make a change so the other person is aware of the changes or additions that were made

You may add additional norms here.