CSC106

Group Norms and Team Contract

Group Member Names:_____Meghan Flaherty and Claudia
Deverdits_____

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?)

By discussing the outcomes of each action with each other and then deciding whether or not to add it to our program.

If commits are made to the program, labeling them so that the other may know what has been added to the program.

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)

Both partners are expected to meet at least once a week to work on or discuss the project.

Legitimate reasons for absence include, illness, family emergency, or scheduling conflicts due to classes or academic related things.

If missing a meeting, said partner should reach out to the other to learn what they missed. They should review any work that has been done or any code added to the program.

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 by both partners agreeing on what needs to get done week by week.

If one does not complete the agreed upon assignment they must explain their reasoning.

If said reasoning is not acceptable, both partners will have a discussion on what they can do to improve upon work ethic in the future.

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

Most communication will happen over text message or snapchat.

When needing to share information of longer value (possibly including files) an email might be necessary.

To ensure full participation, partners will stay in contact and try their best to respond to messages in a timely manner.

Both partners will honor each other's strengths and interests by communicating about who will do what and to be open to each other's opinions.

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

Meeting times and locations will be decided weekly (preferably by sunday each week) and a schedule will be set.

Meeting times will be affected by the class schedules of each partner and when they have time in their days.

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

One partner will take agenda notes, while the other will take SCRUM meeting notes.

The format in which they will be recorded and shared is on google drive with both partners having editing permissions.

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

Both partners are expected to be no more than 10 minutes late to each scheduled meeting.

If one has continuous excessive lateness, both partners will have a discussion on how to deal with that.

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

Both partners will respect one another's opinions and listen with an open mind.

If one does not like the ideas the other presents, they will give constructive criticism.

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

Both partners will enforce the rules by doing the same as what they expect out of their partner.

Feedback will be given by either in person discussion, instant messages, or notes on the program.

You may add additional norms here.