CSC106

Group Norms and Team Contract

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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 by comparing pros and cons of various ideas and thoughts and picking the one that seems most beneficial and fits the need of the project.

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)

- Attendance has to be meet every week minimum twice a week either online or zoom
- If a meeting is missed a valid reasoning must be presented as soon a possible so that the other party is aware
- Another meeting date has to be replaced for the missing date
- Reasoning for being absent can be sick, emergency,
- If a member misses a meeting both members will discuss what an appropriate make up assignment should be.

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

- If one group member has been warned about the short fall and continues previous behavior then the professor will be notified in hopes of requiring a new partner. Whoever has to leave due to a shortfall can only take the code that they worked on.

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

- Communication will be through online meetings, zoom, emails, and, if needed, through texts.

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

- Meetings will primarily be held online/zoom and any inperson meetings will be decided upon when necessary.

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

- Agenda and SCRUM Meeting Notes will be done on google sheets and shared with group members and teaching staff.
- These notes will be shared and written by one team member during the meetings.

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

- 10 minutes after beginning of meeting is the maximum time allowed before being labeled "absent"
    - If "absent" you will be marked so teaching staff are aware.
- Assigned roles must be done on time to ensure the whole process runs smoothly. Any lateness will push back against other group members and the project as a whole.
- If late because of valid reason, that member will have 24 hours to finish or can ask for back up or assistance from other members.

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

- During meetings, everyone will have the opportunity to present their ideas and topics.
- Any disagreements will be expressed in a calm and respectful manner.
- Any bias or prejudice will not be tolerated and will be reported to the teaching staff.

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

- Full transparency with feedback.

You may add additional norms here.