

## CSC106

### Group Norms and Team Contract

Group Member Names: Gio Chavez, David Quevedo

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 come to a consensus on each decision. If there is a disagreement, we will discuss further until a consensus is reached.

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)

Attend class and meetings when possible. Legitimate reasons include: work, sick, emergency. To make up for missed work, work on the project alone and detail to partner what was done/ discuss what was missed with the partner. Let each other know when we will be absent if possible.

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

Partners will assign their parts they want to complete fairly. A partner who is not responsive/does not complete their work receives a smaller percentage. The partner who does the work they are supposed to will receive a higher credit for it.

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

Partners will communicate through text or emails. They will remind each other of assignments to make sure they are completed. Partners will discuss strengths and weaknesses and work together to evenly distribute work.

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

Partners will give a timeline of when available to work on assignment each week. They will also communicate to decide on location, zoom meetups, or any chances of emails/texts.

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

Gio will take SCRUM meeting Notes and they will be shared through the google sheet. David will manage the SCRUM document that will keep track of the sprints, PBI #S, User Story's, Tasks, and statuses.

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

Being prompt is expected and crucial to working together.

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

Conversational courtesies include: listening to the other, reminding them of their assignments, helping each other, giving constructive feedback, and speaking respectfully. These will be encouraged through reading the contract and interacting.

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

Rules will be enforced through reminders. Feedback will be given verbally, through text, or emails.

You may add additional norms here.

Communication is key. The members of the group must communicate effectively throughout the project.