

## CSC106

### Group Norms and Team Contract

Group Member Names:

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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?)

Majority vote.

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)

Most meetings should be attending, however missing occasionally with valid reasons is fine. Valid reasons include prior commitments, work, and sickness. Missing members have to communicate with the other group members to ask about what they missed.

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

Assignments will be assigned as evenly as possible. If someone requests to do a certain part of the assignment then they can do it as long as it is reasonable. If someone doesn't complete their assignment/completes it poorly then they will have to go to help hours and finish it there.

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 take place in snapchat and email. Full participation will be ensured by making sure that everyone knows what they are supposed to do and what the expectations are for the assignment and the due date. Strengths and interests will be honored by allowing members to choose what tasks they are interested in working on.

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

Meetings will take place in person in the library or over zoom. Times will be decided based on when members are available.

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

Everyone will take them, and they will be shared on the SCRUM doc.

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

Promptness is expected. Assignments should be turned in on time. However, if there is a valid reason for not being able to turn it in on time, it should be communicated with the group members before the deadline.

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

The team will encourage and reinforce active listening, sharing of the airtime, tangents, and respectful dialogue, by not tolerating other behavior.

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

The team will enforce its own rules by referring back to the contract if any issues arise. Constructive criticism is the preferred way to give and receive feedback.

You may add additional norms here.