

CSC106

Group Norms and Team Contract

Group Member Names: ___Leah Struminsky___Stephanie Poncin_____

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 go with the consensus when making decisions for our 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)

We expect each member to attend class. If we have a meeting outside of class a family reason or sickness is okay to miss a meeting for. Rescheduling is fine with both of us.

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

We will do a mix of pair programming and working separately to meet our goals. When we are together in a meeting we will use pair programming, and finish up things on our own when need be. We will have open communication in case of poorly completed or missing work.

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 through text and email will be the most effective for our group. We will make it clear when we expect things to be done, as well as who is responsible for what. We will be accepting of creativity and open communication when members have ideas for the project.

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

We will use zoom to meet outside of class time. The SCRUM document will help us determine when a meeting is needed to meet our goals.

Stephanie is available during the week after 5 pm and free on the weekends.

Leah is also free after 5 pm (and likely before 5 pm) and the weekends.

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

Both of us will fill out the SCRUM notes when we meet.

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

We will hold each other accountable for our due dates, and will not hand in projects late. If something is late, we will communicate about what is going on.

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

We will listen to each other and read the conversation to gauge what is appropriate to discuss. We will encourage creativity and tangents about the project. However, we will be mindful of the time we need to complete the project.

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

We will send each other updates, and ask each other where they are in their work. We can comment on each other's work as well, especially if there is something we can make more concise/ improve.

You may add additional norms here.