

CS 420-2B SOFTWARE ENGINEERING

TEAM NORMS

Norm 1: The way our team will resolve differences within the team is through open and respectful communication. We will actively listen to each other's perspectives and collaborate to find mutually agreeable solutions.

Norm 2: When an individual in the team is upset with someone else in the team, they should initially work on handling the issue among themselves. If the issue is not resolved after a constructive discussion, it can be escalated to the team for collective problem-solving.

Norm 3: Our team's choice of communication medium is primarily digital, using a designated project management tool for task tracking and team discussions. We will also hold regular video meetings for more complex discussions.

Norm 4: In our team, the maximum acceptable time for a team member not to respond to their teammate(s)' communication is within 24 hours during the workweek and within 48 hours over the weekend, except for agreed-upon exceptions during holidays.

Norm 5: One way our team will show recognition or appreciation is by having a "Kudos" channel where team members can publicly acknowledge and praise each other's contributions and achievements.

Norm 6: If a member is not carrying their load within the group, our team will address the issue promptly through a private conversation to understand any challenges and offer support. If the issue persists, we will collectively reassess workload distribution.

Norm 7: In our team, the pieces of a major submission will be shared with the entire group at least one week before the actual course deadline. This allows ample time for feedback, revisions, and a collaborative approach to finalizing the submission.

Norm 8: If a member misses an agreed-upon internal team deadline, our team will first seek to understand the reasons behind the delay. We will then collectively adjust schedules and responsibilities to ensure timely project completion.

Norm 9: If a member turns in poor quality work, our team will provide constructive feedback aimed at improvement. We will work together to help the team member enhance their skills and contribute to the project effectively.

Norm 10: If the team leader is not functioning effectively, our team will encourage open feedback and discussion. If necessary, we will collectively reevaluate leadership roles and responsibilities to ensure the team's success and cohesion.

These team norms are designed to foster effective communication, collaboration, and accountability within the team, promoting a positive and productive working environment for our project in the agricultural industry.