

CSC106

Group Norms and Team Contract

Group Member Names: Zack Partington and Johsua Maniagasi

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 decision. We both will need to talk together before making decisions.

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)

If a meeting time is planned the expectation is to be there. If not in person we should at least meet over Zoom and spend the same amount of time working on the project.

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

Work will be divided by preference first, then by priority. Help the other member of the group if he had a problem with his part.

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

We exchanged phone numbers, and have with email as well. Zoom can be used for an additional way to communicate

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

If available we can meet at a public location on campus (library etc.) if not, then meeting over zoom will work well.

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

We can alternate taking notes. The SCRUM google sheets document is shared between us so we can add something that we want there.

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

If either of us doesn't do required work, it will be accounted for in the % of effort given at the end. (instead of the 50-50% goal it will be different). Professor or TA's can be notified.

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

We will set goals for each meeting and time amounts. Work together and hear each other's opinion.

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

We will police ourselves and notify TA or Professor if needed. Feedback will be shared at each meeting.

You may add additional norms here.