

Code of Conduct

Team 29 - Pixel Pioneers

March 2023 - Updated Edition

Shared team values

Academic Integrity

Communication

Punctuality

Respect

How will we preserve our values?

Integrity - We will give credit where it is due in relation to the work of our teammates and we will follow the integrity standards of TU Delft.

Communication - We will encourage open and honest communication among team members. We will provide regular updates and progress reports to keep everyone informed.

Punctuality - We will ensure punctuality for meetings and strictly adhere to deadlines to minimize wasted time and optimize workflow.

Respect - We will value and respect every opinion while actively encouraging everyone to listen and consider each other's ideas. We will provide regular feedback and we will address conflicts constructively.

Assignment description

We will create an application to manage to-do lists. We'll learn to use the different frameworks the course provides such as Spring and Java FX. We will also learn to apply those tools to real world applications with useful functionalities while developing our team spirit and soft skills. We will try to simulate a professional work environment.

What grade are we working for?

Our goal is to get a 10.

Products

We will deliver a functional application which meets the requirements and satisfies the client's needs. Along with that, we will deliver a heuristic usability evaluation report to assess the ease of use of a user interface and a video pitch for our application.

We will share documents related to team organisation through whatsapp and discord, and then send the final versions to our mattermost server. We will also use GitHub for sharing code related documents.

The work must meet the *standards of functionality*, and pass the CheckStyle tests. Also, the work submitted must be clearly understood by everyone, being accompanied by documentation and explanations when necessary.

Planning

We'll ensure that each team member finishes everything on time by holding regular meetings and notifying team members of possible delays and roadblocks so that the workload can be redistributed. We will all meet at the end and we'll submit the final deliverable together.

Behavior

1. We'll treat each other with respect and listen to each other's opinions.
2. When there is a disagreement we'll discuss it with the whole team and if we still don't reach a conclusion, we'll consult our TA.
3. If someone is late, we'll contact them to see what's the cause of the delay. If the delay is significant, we'll start the meeting without them. If this persists, we will act as agreed upon on the consequences section.

Communication

Communication Channels: We will use Whatsapp for casual conversations, scheduling meetings, and asking general questions. Discord will be used for virtual meetings, emergency meetings, and sharing documents. Mattermost will be used for discussing official matters, receiving feedback from the TA, and discussing merge requests and code reviews.

Reporting Progress: Each team member should provide regular updates on their assigned tasks through the communication channels. This will help keep the team informed about the progress, roadblocks, or delays, enabling better planning and distribution of tasks.

Task Assignment and Deadline Discussions: On TA Tuesdays, we will discuss the tasks for the next sprint and assign them to each team member. Each task should have a deadline based on its estimated duration, as mentioned above. Team members are expected to meet these deadlines or communicate any delays with valid reasons. Expected deadlines are based on the time estimate of the task:

Short tasks (1-2 hours): 1-2 days

Medium tasks (3-4 hours): 2 days

Long tasks (5-8 hours): 3-4 days

Code Review and Feedback: We will conduct code reviews and provide feedback on Merge Mondays. Team members are expected to participate actively in these discussions and incorporate the feedback received into their work.

Commitment

We will randomly pair people up to cross check the work done by each individual and if any problems arise the person reviewing can take it up in the next meeting. To measure the commitment of the chairs and minute takers we'll hold a short feedback session at the end of each meeting.

Division of tasks and roles

We will determine the roles for chair and note taker alphabetically - first person alphabetically will be first chair and last person will be note taker and we will rotate forward.

Meetings

We will hold two mandatory physical meetings per week: one on Tuesday before meeting with the TA and another group meeting on Friday. The chair has to prepare the agenda of the TA meeting by prioritizing the most important matters. Every member has to be prepared to discuss and share their opinions on the agenda items of the current meeting.

In addition to the mandatory meetings, we will follow a "sprint schedule" as outlined below:

- **Merging Monday:** Finish coding and create merge requests by the end of the day. Review and accept good merges.

- TA Tuesday: Discuss the tasks of the next sprint, assign them to each member, and attend the mandatory meeting with the TA.
- Working Wednesday: Start a new sprint and work individually on assigned tasks.
- Testing Thursday: Test and refine features developed during the sprint. Merge any completed tasks.
- Scheduling Saturday: Discuss the progress, continue the work, and plan any necessary adjustments for the upcoming week.

Emergency meetings

Whenever a team member needs assistance or encounters a roadblock, they can initiate an emergency Discord call with the rest of the team. All available team members are encouraged to join the call and provide support to resolve the issue at hand.

Decision-making

We will make decisions by a majority vote. In case of a tie in the votes, the current chairman will act as a tie-breaker.

Dealing with conflicts

If a conflict arises, those involved should communicate openly and honestly about the issue at hand. We will involve active listening in dealing with conflicts by all parties involved in a conflict. If we can not resolve a conflict informally, we will schedule a conflict resolution meeting with the goal of handling the issue. We will try to identify areas of agreement during a conflict and we will aim to find a compromise that satisfies all parties involved while also benefitting the team and the project. If, however, the conflict remains unresolved and escalates, we might have to involve the TA as a neutral third party to mediate.

Guidance

We expect the teachers to give us valuable information about the technical part of the project. We expect the TA to give us feedback about our collaboration and teamwork. We also expect the TA to give us information about the assessment, the deadlines and the organisation of the course and to act as a mediator if necessary.

Consequences

We'll first discuss what was the cause of it and how to prevent it in the future. After that, for the first offense, the member will have to create a drawing illustrating teamwork. For the second offense, two drawings will be requested and also the team member will have to bring snacks for the upcoming Tuesday meeting. If the team member continues to disregard agreements and negatively impact the team's success, at a third offense this issue will be brought up with the TA to seek further solutions.

By offense, we mean any of the following situations:

- Missing a deadline for an assigned task without providing a valid excuse or informing the team in advance.
- Failing to attend a mandatory meeting without a valid excuse (exceptions such as joining via video call are acceptable).
- Consistently failing to contribute to discussions, reviews, or other team activities.
- Not providing support during emergency meetings when available.

Success factors

What makes us a dream team is the result of multiple factors, including having the right people, a positive atmosphere, shared goals of achieving the best grade and creating an exceptional to-do list app. Additionally, creating an environment that encourages creativity and open communication while also holding each team member accountable for their responsibilities is crucial for maintaining our dream team status.

Norms or evaluation criteria

Each member's work will be evaluated according to the following criteria

1. Ensuring timely completion of all assigned tasks by a team member.
2. Follow the determined CheckStyle rules in all code written for the project. This includes following naming conventions, formatting rules and other rules agreed upon.
3. Work meets a certain level of presentation and quality. By this we mean that the work and its documentation are unambiguous, concise and easy to understand
4. Consistency with the rest of the team members. Team members should put in equal effort and be committed to the team's goals. This includes asking for help when necessary instead of stalling, and also helping teammates when assistance is requested.

5. Communicates what is done (Documentation/Code comments). This refers to announcing code refactorings, keeping other changes small and reviewable, and participating in code reviews.
6. Team members should contribute productively to meetings. This means sharing their opinions regardless of whether they are in agreement with the majority or not and providing useful topics for discussion.