

# DUALINGUISTS

Community languages – teach and learn.

## Group:

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# Duallinguists Group Code of Conduct

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## 1. Attendance and Punctuality

- **Weekly Meetings:** We meet weekly to check progress. If you can't make it, inform the group at least **12 hours in advance**.
- **Being Late:** If you're running late, send a quick message in the group chat.
- **Missing Meetings:** If you miss a meeting without notice, catch up on what you missed ASAP.

Any attendance and punctuality done without warning will have the consequence of buying each of the group members their preferred drink on the day we are all next together. With you physically paying for everyone in front of us.

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## 2. Doing Your Part

- **Equal Effort:** Everyone contributes fairly. Tasks will be split, and you're responsible for your part.
  - **Need Help?:** If you're struggling, let the group know—we'll assist or adjust the workload.
  - **Slacking Off:** If you're not pulling your weight, expect a reminder (friendly at first, firm if needed by Sawsan).
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## 3. Deadlines

- **Complete Tasks:** Meet deadlines. If you need more time, request it at least **1 day in advance. (don't be shy if you want to ask for help also we are meant to help each other at the end of the day we are a team)**
  - **Updates:** Be ready to share progress at meetings.
  - **Late Work:** Consistently late work will lead to discussions about task redistribution. (maybe even a bigger fine, move onto meal deals for everyone instead of drinks for example)
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## 4. Communication and Respect

- **Be Respectful:** Keep things friendly and professional. No drama, we are not in secondary school, this is not baddies west or love island.
- **Active Listening:** Pay attention when someone speaks—don't interrupt while they are speaking as it irritates people.
- **Constructive Feedback:** Offer helpful, respectful input.

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## 5. Conflict Resolution

- **Discuss Issues:** Bring up concerns during meetings so they can be addressed.
- **Majority Vote:** If we can't agree, we'll vote and follow the majority decision (don't fall for saws' peer pressure or horrible puppy eyes).
- **Instructor Involvement:** If necessary, we'll seek guidance from either module tutors.

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## 6. Consequences

- **First Time:** Buy everyone a drink.
- **Second Time:** Firm warning from Sawsan and potential task reshuffle.
- **Third Time:** Buy whatever piece of food anyone wants.
- **Fourth time:** Complain to module tutors of your behaviour.

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## 7. Meeting Structure

- **Agenda:** Meetings will follow a quick agenda to stay on track.
- **Notes:** Rotating responsibility for note-taking and sharing afterward.
- **Efficiency:** Keep meetings focused and concise.

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## 8. Flexibility

- **Life Happens:** Exams or personal issues? Let us know so we can adjust.
  - **Burnout Awareness:** If you're overwhelmed, speak up. We'll ensure no one carries too much.
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## **Ethical Issues Found in the community languages**

### **1. Accessibility & Inclusivity**

The app should be usable by everyone, including people with disabilities. Features like screen reader support, adjustable text sizes, and simple navigation make the experience more inclusive. Without these, some users may be excluded, creating digital inequality.

### **2. Cultural Sensitivity**

Due to the close relationship between language and culture, the app has to stay clear of misconceptions and false information. Learning resources ought to be inclusive, diverse, and polite in order to avoid discrimination or offence. Cultural consultations and content checks can assist guarantee accuracy.

### **3. Mental Health Impact**

A poorly designed software can make language learning difficult. Users can maintain motivation by using self-paced progress, personalised learning pathways, and positive reinforcement. Overly competitive or stressful situations can be bad for mental health.

### **4. Data security and privacy**

Protecting personal data is critical. The app must follow GDPR and other regulations, ensuring transparency in data collection and storage. Special care should be taken to protect children's data, prevent unauthorized access, and secure user interactions.

### **5. Political and Religious Equality**

The app must maintain its objectivity because language is linked to political and religious settings. No belief system should be promoted or weakened in educational materials. Thorough content evaluations can support the preservation of user inclusion..

### **6. Strategic Time Management**

It is possible to avoid screen stress and burnout by promoting balanced study practices. There should be offline alternatives, study time suggestions, and break reminders in the app. Overuse could harm learning performance and motivation.

### **7. Language Fairness**

Although there are many resources available for popular languages, fewer-known ones should also be covered. Fair representation, equitable learning opportunities, and nondiscrimination based on language should all be guaranteed by the app.

### **8. Safety of Users in Interactions**

User safety must come first if the software has community features like chat rooms or language exchange. Clear social standards, reporting mechanisms, and content management are all necessary to actively combat harassment, cyberbullying, and disinformation.

**To conclude:** This language-learning app's development must take ethical considerations into account in order to provide a welcoming, secure, and productive learning environment. Prioritising user well-being, privacy, cultural sensitivity, and accessibility will enable us to give every student a satisfying and enjoyable experience.

## **Persona 1: Casual Learner**

**Name:** Emily

**Age:** 27

**Occupation:** Marketing Coordinator

**Location:** New York, USA

**Subscription:** Individual Plan

### **Background & Motivation:**

Emily has always been interested in learning a new language but never found the time. She recently started planning a trip to Spain and wants to learn Spanish to communicate better with locals. She has some prior experience from high school but hasn't practiced in years.

### **Language Level: Beginner**

Emily can handle basic greetings, numbers, and simple phrases but struggles with grammar and listening comprehension.

### **Pain Points:**

- Finds grammar rules confusing.
- Struggles with pronunciation.
- Needs motivation to stay consistent.

### **Goals & Needs:**

- Wants daily 10-minute lessons.
- Prefers interactive exercises with visuals.
- Needs a reminder system to keep up with learning.
- Enjoys game-like progress tracking.

### **App Behavior:**

- Uses the app during her commute and lunch breaks.
- Engages with quizzes and flashcards.
- Would appreciate voice recognition for pronunciation help.

## **Persona 2: University Student**

**Name:** Ahmed

**Age:** 21

**Occupation:** Engineering Student

**Location:** Istanbul, Turkey

**Subscription:** Student Plan

### **Background & Motivation:**

Ahmed is studying abroad in Germany next semester and needs to improve his German quickly. Since he's on a student budget, he opts for the cheaper student subscription. He has some knowledge of German but struggles with fluency and advanced vocabulary.

### **Language Level: Intermediate**

Ahmed can understand basic conversations and grammar but finds formal writing and speaking fluently challenging.

### **Pain Points:**

- Struggles with long sentence formation.
- Needs to improve academic and professional vocabulary.
- Has trouble understanding native speakers?

### **Goals & Needs:**

- Wants conversation practice for fluency.
- Needs grammar explanations for university essays.
- Prefers short but intensive exercises.
- Looks for affordable options.

### **App Behavior:**

- Studies in short bursts between classes
- Uses the app's listening exercises to train his ear.
- Engages with grammar challenges and practice tests.
- Might consider upgrading to the Duo Plan to practice with a friend.



# Meeting Minutes

<b>Date and Time</b>	<p>Date: Friday 31 Jan.25</p> <p>Time : 12:00 pm</p> <p>Location: Library</p> <p>Date: Saturday 1 Feb. 25</p> <p>Time: 11:00 pm</p> <p>Location: group call</p> <p>Date : Wednesday 5 Feb. 25</p> <p>Time: 14:00 pm</p> <p>Location: Study room</p>
<b>Project Name</b>	Dualinguists
<b>Meeting Goal</b>	<ul style="list-style-type: none"><li>• <b>Group Members and Name:</b> Defined and agreed upon by all group members.</li><li>• <b>Project Description:</b> Refined and clearly stated.</li><li>• <b>Code of Conduct:</b> Established to guide team interactions.</li><li>• <b>Personas:</b> At least two personas created to represent user demographics and needs.</li><li>• <b>Ethical Issues:</b> Identified and documented to address potential concerns.</li><li>• <b>Meeting Records:</b> Compiled and completed to track progress and decisions.</li><li>• <b>Task Board Link:</b> Provided for project tracking.</li><li>• <b>GitHub Link:</b> Included for repository access.</li> <li>• <b>GitHub Repository:</b> Established for coursework with initial commits from each member.</li><li>• <b>Product Backlog and Kanban Board:</b> Created within the GitHub project to manage tasks.</li><li>• <b>Scaffolding Files:</b> Added to the GitHub repository.</li><li>• <b>README File:</b> Customised to describe the project specifics.</li><li>• <b>GitFlow Workflow:</b> Implemented with master, develop, and release branches.</li><li>• <b>Development Environment:</b> Docker setup configured, enabling each team member to run it effectively.</li></ul>



<b>Facilitator</b>	Safa Abdiasis Yusuf
<b>Note taker</b>	Sawsan Mounes
<b>Attendees</b>	<ul style="list-style-type: none"> <li>• Sawsan Mounes</li> <li>• Safa Abiasis Bashir Yusuf</li> <li>• Baris Ocalan</li> <li>• Adam Maayni</li> </ul>
<b>Roundtable Updates (each group member to contribute)</b>	<p><b>28/01/25:</b> The team kicked off with Sawsan, Baris, Adam, and setting up a Kanban board, assigning tasks to each member. Sawsan completed the branches</p> <p><b>29/01/25:</b> Baris began by focusing on attendance, punctuality, deadlines, and communication. Adam contributed ideas for user stories, while Safa brainstormed her writing piece, outlining bullet points and layout. Sawsan tested scaffolding files which unfortunately were not compatible with MacBook or other laptops.</p> <p><b>4/02/25:</b> Baris completed the latter half of the code of conduct, including conflict resolution, consequences, meeting structures, and flexibility. Adam decided to focus on creating personas for a student and a business type for a marketing agency. Safa began addressing ethical issues identified in the Community Languages Application. Sawsan spent several hours making the scaffolding files MacBook compatible, although they still didn't work for Safa.</p> <p><b>5/02/25:</b> Baris, Adam, and Safa all completed their tasks. Sawsan finished creating meeting records along with completing the scaffolding and meeting record tasks.</p> <p><b>6/02/25:</b> All team members have committed their work and merged everything into a completed PDF document.</p>
<b>Discussion points</b>	<p>In developing our language learning platform, we plan to offer three distinct packages—Beginner, Intermediate, and Advanced—to cater to learners at different proficiency levels. Additionally, we'll introduce a discounted Student Package tailored for individuals pursuing education at levels such as GCSE, A-Level, or university. This package aims to support students requiring extra language assistance, with languages including Turkish, Hebrew, German, Spanish, and more.</p> <p>Our platform will also feature a user-friendly sign-up page and customer support accessible via email, ensuring a seamless user experience.</p> <p>As we draft our code of conduct, it's crucial to establish clear guidelines that promote effective team coordination and persistent engagement with tasks. Ethical considerations are at the forefront of our project; we strive to align all actions with our organizational values and legal standards, emphasizing cultural sensitivity, accessibility, inclusivity, and user privacy protection.</p> <p>We have identified two key user personas: a professional seeking to learn new languages for better communication with international clients, and a GCSE student who needs extra help in Spanish to enhance his language skills and academic performance. By adhering to these guidelines, we aim to ensure secure, objective, and fair interactions within our app, maintaining a focus on ethical practices and user wellbeing.</p>

**Actions (list tasks  
and assign a  
group member)**

**Safa Abiasis Bashir Yusuf**

- **5/02/25**-on addressing ethical issues and ensuring that both the task board

**6/02/25**-GitHub repository were properly linked. This facilitated transparency and collaboration among team members.

- **Baris Ocalan**

**5/02/25**-responsible for drafting the code of conduct.

**25/01/25**-He also organised the list of group members and came up with the project name, which were essential for internal alignment and identity of the project.

- **Adam Maayni**

**4 /02/25**- focused on the creative aspect of the project by developing at least two personas. These personas are crucial for tailoring the project's outcomes to the needs of specific user groups.

**Sawsan Mounes**

- **6/02/25**- managed the meeting records, ensured the creation of necessary branches in the project repository

**5/02/25** - developed both scaffolding and the README file. These contributions were vital for project setup and documentation.

**Collective Efforts:**

**5/02/25**

- All team members were able to set up and run the development environment using Docker, which streamlined development and reduced setup discrepancies.

- Each member made at least one commit to the repository, ensuring active participation and contribution from everyone.

The team effectively created and utilised a product backlog and Kanban board on GitHub, which helped in managing the project's workflow and tasks efficiently.

- workflow and tasks efficiently.