Code of Conduct - Group 79

OOPP'23, version: February 24, 2023

Team name: The Last of Us

Shared team values:

Values are your fundamental beliefs or ideals. It is the core of what you strive for and from which your behavior is shaped.

1. **Open communication. Everyone is willing to share their thoughts and feelings without fear of judgment or negative consequences. This way we will feel comfortable communicating openly with one another and will be more likely to be productive, innovative, and successful.**
2. **Organization. Everyone has clear roles and responsibilities, this promotes accountability and helps avoid confusion or overlap in tasks.**
3. **Accountability. Individuals take ownership of their actions and decisions, they do their share of the work.**

Assignment description:

In your own words, describe what you need to do as a group in this course.

We need to work as a team to make the final product, which is the task list organization website. The website is somewhat similar to the one already existing and is called "Trello".

Target or ambition level:

What grade are you working for?

We strive for 10, but 9 is more realistic.

Products:

What should you deliver at the end? On which platform do you share which documents (Discourse/Miro/MS Teams)? What standards must the work submitted meet?

The final code will be posted at our team repository in GitLab. We will also need to show the working website, so we might also need to have built and compiled the website, working on our local machines. The other documents (such as the Code of Conduct and Backlog) will also be pushed to the GitLab. The agenda and the minutes should also be published in GitLab, as per Lab Instructions.

The work should meet the "Norms or Evaluation Criteria" standards.

Planning:

How do you ensure that each team member finishes everything on time? Did you clarify who will have a final say in the final deliverable and who submits it to GitLab *on behalf of the project group?*

We set both final deadlines (mandatory) and intermediary deadlines (optional, but highly recommended) and try to enforce them as much as possible. Aldas will be in charge of submitting the final deliverable to GitLab and ensuring that everybody agrees on the final product.

Behavior:

How do you treat each other in the group? How do you handle disagreements within your group? Could your guide or student assistant be involved in reaching consent? What do you do if someone is late during a group meeting?

Maintain a level of general respect. When there are disagreements make sure to use them in a constructive way, by truly trying to find the best / right solution as a team instead of arguing. Lack of punctuality should be handled on a case-by-case basis.

Communication:

In what ways do you communicate with each other as a group and among yourselves? Zoom, MS Teams? What information do you share via WhatsApp, e-mail, or telephone?

We communicate using WhatsApp for urgent information, email for sending larger files, and Discord for communication for organizational matters (distributing tasks, writing when someone has done their task, etc.) and online meetings.

Commitment:

How do you determine the quality of the work your group and each individual team member does?
How do you measure the commitment of the chairs and minute takers?

Productive and well-documented meetings mean that the chair and minute-taker did a great job. If the work is proceeding as anticipated we will consider it a win for the team and the chairs and minute takers.

Division of tasks and roles:

A decision must be made as to who will be your group's chairperson and minute taker. How do you determine this? Do the roles change over the course?

We created a list for both positions and we offer each member the possibility of opting in on it if they want to be the Chair or the Minute Taker. We rotate through the lists for each meeting. If someone changes their mind later on, they can opt-out and if one of the rosters becomes empty, we will hold a meeting to decide who will be added to the list again.

Meetings:

How often will you meet as a group? What preparation is needed for the meetings?

Every Tuesday before and/or after the TA meeting. Before the meeting, we should discuss what should be done, the chair should also prepare the agenda for the TA meeting (and everyone should look at it). If another meeting is needed, we will also meet on Fridays after classes.

Decision-making:
How do you make decisions? By majority vote or by consensus?

We try to take decisions by consensus and try to get everyone on board even on more controversial decisions. If it's impossible to get everybody on board, then we might need to make a decision by majority vote.

Dealing with conflicts:
How do you handle conflicts within the group?

We will handle conflicts by using extensive communication and trying to find a compromise that everyone agrees on. If we find impossible to find a compromise during the conflict, we will ask for a TA to help us resolve the conflict.

Guidance:
What do you expect from the teacher's and/or student assistant's guidance? What do you want feedback on, on the content or on the collaboration?

We will usually try to fix communication issues among ourselves, if possible, so we would prefer to receive extensive feedback on the current state of our product. Of course, a bit of both is always needed.

Consequences:
What are the consequences if a participant in the group does not keep the agreement?

We can work on a three-strike penalty system. The first time, the participant will receive a verbal warning. The second time, the other members of the team will hold an intervention and try to talk about the problem with the participant. The third time, the other members will bring it up in the weekly meeting with the TA assigned to the group.

Success factors:
What makes your team a dream team?

We will be a dream team if working will feel like a well-oiled machine, with everyone respecting his role with commitment and passion while having fun too.

Norms or evaluation criteria
You will evaluate your own and each other's work in this project.

1. **Functionality. Does it work? Will it break at the first compile?**
2. **Punctuality. Was it completed on time?**
3. **Organization. Is it easy to read and understand?**
4. **Quality of the product. Is the product well written? Will it hold up to in-depth scrutiny?**
5. **Fun. Did we have fun working on the product?**
6. **Communication. Did we work as a group during all of the stages of the product? Did we communicate thoroughly and decide on every aspect of the project as a group?**