

Code of Conduct

The Code of Conduct describes what the members of the team expect from each other and from the collaboration. Everyone participates in this and supports the agreements that have been drawn up together. A Code of Conduct is a flexible document. If after some time it appears that certain agreements are not realistic or applicable, then it is important to discuss this in the group and adjust the agreements if necessary.

Team name: Trailoo

Shared team values:

- 1. **Good organisation:** every team member agrees to follow their assigned schedule and complete their tasks in a timely manner, always adhering to deadlines imposed by the team.
- 2. **Clear and active communication:** every team member attempts to express themselves clearly, and makes sure that they are understood well during team discussions. Every member should be able to express any ideas or concerns freely inside the group.
- 3. **Cooperation and being helpful:** all of us should work together towards our common objective and people with more experience should provide guidance when needed.
- 4. **Being proficient in dealing with problems**: team members should raise problems as they see it and the team actively works to address these problems.
- 5. **Equal division of workload**: the tasks are divided approximately equally so that every member does roughly the same amount of work.

Assignment description:

Throughout the project we have smaller tasks such as Git Assignment, weekly meetings and backlog. Our main focus will be on the end product - a personal task list organiser. It will be a client-server application made with Spring Boot and JavaFX. It should support multiple users and be automatically synchronised. The client application will be made of multiple boards that contain cards (each card is a task) which can be added, edited, moved and removed. The client side application will be designed and decorated to make it more convenient to use.

Our final project will be presented in a product pitch.

Target or ambition level:

We are aiming for a grade of around 9, but the more the better. Another important target is maintaining a healthy and productive work environment while working on the project.

Products:

Our final product is a personal task list organiser application, that will support all the features described in the assignment description and which will be presented in the final pitch.

All the documents we work on are shared on Google Drive and GitLab and all the tasks are located in the GitLab repository issues tab.

Every submitted commit or part of the work should be peer-reviewed by the group as a whole or a sample of team members. All code will be unit tested by the author and at least another person.

Planning:

The chair will propose a plan every week which will be discussed with the team before it reaches a final form. This plan will cover task division, important issues that need to be solved and an agenda for meetings.



To ensure that every team member finishes assigned work on time we will create deadlines for every particular assigned problem, located on GitLab Issues. The final deliverable will be submitted by an arbitrary person, after every team member agrees that the submitted material meets the desired quality standard.

Since everyone should contribute an equal amount of source code to the application, the tasks will be assigned so that the distribution of the work is as close to uniform as possible. Therefore we can detect and prevent the problem of a member not meeting the standards and thus failing due to their assigned work being not completed.

Behaviour:

All communications are done respectfully. Any disagreements are resolved inside a group by using a simple democracy approach. Since the number of people in the group is even, this approach theoretically does not always result in a convergent decision, and in such cases the help of our supervisor will be needed. However, using this approach would lead to resolution of most of the appearing problems without interference from the student assistant.

In the case of a situation when a team member is not able to complete their task due to a lack of knowledge, the member should ask for help, and the team will find a way to help in finishing the task, most likely by assigning a particular person to help.

If someone is late during the meeting the rest of the meeting should contact that person and decide how the meeting should proceed taking into consideration their circumstances.

Communication:

The group will use Whatsapp and Discord for general and unofficial communication.

For dividing tasks the Issues tab of GitLab will be used.

For communication with TA we use Mattermost.

Commitment:

The quality of work will be determined by the teammates reviewing the submitted code. This evaluation should be conducted objectively and impartially. The tasks will be distributed as evenly as possible, so the involvement of individual team members should be reflected by the work they complete and its quality.

The commitment of the chairs and minute takers will be decided by the rest of the group, considering the way tasks are distributed, conflicts managed and meetings conducted.

Division of tasks and roles:

The roles are going to be changed for each meeting so that everyone can be chair/minute taker at least once during the course. The chair will propose a division of tasks for the following week which will be debated and agreed by each member of the team.

Meetings:

The meetings are done after mandatory meetings with our guide, for a duration of 45 minutes. Any other meetings configurations will be decided during the development of the project, since it is impossible to predict the future load for every particular team member. After every meeting the required work to be done is established for every team member, and this work should be done in accordance with the deadline.

Decision-making:

We will vote on decisions and if the votes are divided equally we will reach a consensus by presenting to the rest of the group why a particular option is better than the other. However, since there is a chance of inability to reach consensus, the guide might be consulted.

Dealing with conflicts:



Firstly, the conflicts should be discussed by the participants of this conflict. If the conflict is not solved, then we should pick this up again at a later time. An option is to schedule an additional meeting for this particular conflict resolution where the team members involved should participate. If this is also not working, then the TA will be asked to help with this issue.

Guidance:

We expect some counsel and clues in the answers to our questions on the crucial parts of the project. This advice should be given on time.

We expect constructive feedback on the performance of the team and the quality of the teamwork from the teaching assistant. This feedback should cover any negative aspects that we need to work on while also encouraging the positive ones.

In the unfortunate case when it's needed, we expect help with conflict resolution.

Consequences:

As a group, we will try to communicate with each other as much as possible, especially if some disagreements were to emerge. If someone is not in line with the values of our Code of Conduct, we will pass the problem to the TA.

The role of the group is to solve problems internally, not to levy sanctions. For any serious problems we expect the course staff to take disciplinary action.

Success factors:

Since team members were chosen randomly the most important part of success is cooperation and adhering to all the rules of Code of Conduct. We have to be flexible and adapt to be able to face any challenges that might come up and we need to be open to new points of view and ideas.

Norms or evaluation criteria:

- 1. Sufficiency of effort put into the assigned task.
- 2. Deadlines must be respected and followed, though exceptions can be made on a personal basis.
- 3. Each task should accomplish the goal decided on by the team members or the assignment.
- 4. Each particular part of the task should be firstly attempted to be completed by the assigned person, and if the assigned team member is not able to complete the task successfully, other team members should join to help.
- 5. For every particular assigned work the submitted solution should adhere to the quality standards approved by all the team members. In the case of failing to meet these standards, the work should be redone, with possible help from other members.