

# Code of Conduct (ENG)

In a Code of Conduct you discuss with each other what you expect from each other and from the collaboration. Everyone participates in this and supports the agreements that you draw 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. Think about what the best way would be to fill out the Code of Conduct with your group.

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**Team name:** Professional D3buggers

## 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. Discuss and write down your team values (min. 3).

1. Having **respect** and **trust** for each other and their opinions.
2. Proper **communication** along with **honesty**.
3. Have the **willingness to help** others when they are in need.

## Assignment description:

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

The objective of this assignment is creating a functionable Task List Organizer, while working as a team and learning and applying most of the good practices in the industry.

## Target or ambition level:

What grade are you working for?

While we all look forward to putting as much work as we can into this project, we are aware that a more realistic and still satisfactory goal would be a grade in the 8-9 range.

## 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?

We should deliver a Task List Organizer application, in which users can create lists and add tasks to them, as well as move tasks between the lists. Additionally, the application should be multi-user and run on a server, to which clients can connect and work simultaneously.

We should also deliver a:

- Code of Conduct, agreed on by the whole team
- Backlog that determines priorities in application functionality
- Heuristic Usability Evaluation Report

- Product pitch
- Teamwork self reflection

All of these should be completed, while also delivering feedback on Buddycheck on 2 occasions. We will share documents and working process on Miro and Google Drive.

### 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 submits it to Brightspace *on behalf of the project group*?

We will decide on internal deadlines and division of tasks during the meetings and will try our hardest to meet these deadlines in order to not disrupt the work flow of the project. If someone is unable to meet their deadline, they should inform the others in advance and ask for potential help.

The minute taker should be the one to submit the deliverables on Brightspace on behalf of the project group.

### 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?

As long as everybody is trying their hardest, all disagreements should be handled with utmost respect, while maintaining a good atmosphere and communication. When different opinions arise, we should have a brief discussion during our meetings, followed by an eventual vote and even a helping opinion from our mentor, before a conclusion is reached. Everybody should feel free to be completely honest at all times. Punctuality will also be a point of emphasis.

### 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, telephone?

We communicate via WhatsApp and Discord. We schedule meetings on WhatsApp with the help of an online tool called LettuceMeet and have them over Discord.

### 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?

The quality of the work of the group is measured not only based on the final product delivered but also the process. The quality of each individual team member can be measured by conducting peer review via Buddycheck and then also at the end of each stage we are going to do a self review of the work we have done.

The agenda provided by the chair should briefly include the work we did during the previous week and what we are supposed to do in that week. Based on the agenda and how the meeting goes we can measure the commitment of the chair.

Since the minute taker is the one who takes notes of team members ideas during the meeting so we could turn the ideas into real things we do in the project, we can measure the commitment based on the noting and also if the meeting is going as intended.

He is also responsible for submitting the deliverables of the project in the assigned deadlines.

### Division of tasks and roles:

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

The idea is that all members of our group will be a chairman and a minute taker for at least once. For the first 6 weeks the roles will be decided randomly making sure everyone has taken each role. After that, we will decide during our meetings who did an especially good job and choose accordingly for the remaining weeks.

### Meetings:

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

We will meet at least 3 times a week, so the first one will be the Tuesday meeting, one on Thursday/Friday and over the weekend an online meeting on Discord. The Tuesday preparation is that for the chairman, he will need to provide the agenda two days before and we are all going to help him do so in the weekend meeting. For the teammates we have to prepare the topics that are provided on the agenda so that we can have a meaningful meeting during the 45 minutes with the TA. In general, every meeting, roles will be assigned within the team, and will begin preparation for the following meetings.

### Decision-making:

How do you make decisions? By majority vote or by consensus?

All decisions must be made after a brief discussion followed by a vote if necessary, under the assumption that every member has done proper research on the topic.

### Dealing with conflicts:

How do you handle conflicts within the group?

Conflicts appear because of different opinions and the best thing we could do is to understand why such conflicts exist and try to solve them. Having a proper discussion is a must which evidently leads to lesser conflicts. Opinion from our TA might also be needed. A list of pros and cons for each debated approach could also be very helpful in making a final decision.

### 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 are aware of the limited availability of our TA and we do not expect him to stay overtime. We also do not expect the TA to organize us or solve simple questions. On the other hand, we do expect feedback on our progress and collaboration, and maybe also some answers based on the experience of the past years in this course. We are aware that we will not get technical help from our student assistant.

### Consequences:

What are the consequences if a participant in the group does not keep the agreements?

The actions being taken will depend on the severity of the act. If it's the first time the participant violates the agreement, the participant will only receive a warning and they will have to explain to the rest of the group why it happened. Were the participant to make a custom out of not delivering his/her tasks on time, he/she will be reported to the TA and further action will be taken.

### Success factors:

What makes your team a dream team?

As the old saying goes, "Teamwork makes the dream work", so the success of our team will mostly be determined by the whole process of getting along and joining our forces to do the best work we can do on this project. This is strongly related to overall commitment and how well our skills complement each other's. It will require effort and awareness, but will make the whole experience much more entertaining and as long as we respect the aforementioned points in the Code of Conduct, our final result will be the one desired.

### Norms or evaluation criteria

You will evaluate your own and each other's work in this project.

Discuss and write down your team criteria. You need at least five different criteria (e.g. 'keeps deadlines').

1. Participation in all meetings and keeping deadlines
2. Completion of their assigned task, by delivering properly functioning code
3. Communicating effectively and frequently
4. Following proper coding guidelines like code style, pull requests, issues etc
5. Making sure the code is not plagiarized