Code of Conduct – Group 35

Riad Zaid, Codrin Radeţchi, Calin Rādoi, Andrei Ilinescu,
Georges Ataya, Tijmen de Jong

1 INTRODUCTION

To complete a full-scale software project and to ensure that the quality of our product lives up to the client's expectations, we as a team understand that thoroughly designing a complete set of rules that we should follow throughout the development process is crucial. This document will help us find common ground and act as a guiding light if any disagreement may arise while also acting as a reminder of the values we share and our ambitious goals. In the following paragraphs, we will be detailing the guard rails that will help keep us on track with the project deadlines and requirements, facilitating efficient cooperation. Furthermore, we'll share some of our team's core values and expand on what we feel is most important for us to achieve.

2 SHARED TEAM VALUES

A common set of values is the foundational glue that holds the team together and helps set up a path toward achieving our objectives. Among these values, four stand out as crucial pillars: communication, efficiency, creativity, and flexibility.

2.1 Communication

Communication is the lifeblood of any successful team. Open and clear communication is the number one priority in our team. This enables us to understand each other's thoughts and opinions regarding the planning and execution of the project, and most importantly learn from one another.

2.2 Flexibility

Valuing flexibility means being open to new perspectives, adjusting plans when necessary, and embracing challenges as opportunities for growth. Given that this project is an important learning opportunity for us, we have to approach it with an open mind and a growth mindset. We have to be able to adapt based on the circumstances that arise.

2.3 Efficiency

Efficiency is the engine that drives productivity within a team. Being efficient is not only an aim in and of itself, as any team strives to be as efficient as possible with their time, but it also enables us to spend the optimal time in solving each task and by extension allows us to further develop the project in multiple ways.

2.4 Creativity

Creativity is the wildcard of any team. Having that spark of original creative thought not only leads to better results, it also makes the process all the more appealing. Bringing unconventional approaches to existing problems will help us observe them in a new light. We strive to create a team dynamic in which novel thought flourishes. We have to recognize that there must be a balance between efficiency and creativity, and on a case-by-case basis choose

the one that leads us to a better learning experience, but not at the detriment of a better-realised project.

3 TEAM GOAL

Reflecting upon and understanding our goals for this project is crucial, as it allows us to keep a clear view of the objective and not lose sight of what's important.

3.1 Cooperation

As a team, we must first and foremost learn how to work together and cooperate effectively, (which is where the rest of this code of conduct can help). We must each make sure to listen and to understand the vision of the team as well as teammates individually, without blindly doing what interests us, and what we think is the right decision. Indeed a team of 6 people can quickly become chaotic with a lack of cooperation. Working together is therefore of utmost importance to strive for and to achieve.

3.2 Perspective

Another important goal of ours is to use this opportunity to learn as much as possible. A project like this is clearly very important for our future careers, as we will most likely be doing work that very much resembles the project. Therefore we must keep in mind to keep sight of the bigger picture, the project, and the application as a whole. And not get hyper-focused on smaller details that could hinder the work. We will be mindful of our actions and contributions and how they relate to the project.

3.3 Humility

Finally, we must learn to be humble when working together. It is not a reflection on one's value to, for example, accidentally leave a bug in the code or implement the wrong feature at the wrong time. We must act with professionalism, accept constructive criticism when it comes, and not take it personally. This part especially is crucial to working as a team, if we can't be honest with one another, then we can't progress effectively and make something that we can be proud of making.

4 TARGET

We all share the same level of ambition regarding the final grade and agree that we should try and get a relatively high grade. We believe that it is important to push ourselves and try our best at this project, in all stages of the development of the software and around it: teamwork, designing, backend/frontend, etc. We are therefore aiming for a grade of 9 or higher, we believe that this is possible if we do our best.

5 PLANNING

Time management We strongly advocate that whenever we plan tasks for the upcoming week(s) we make sure that it is realistic and

achievable in the given time frame. We also believe that actively communicating is key to making sure each of us gets the job done on time, this will be done in the agreed-on channels, WhatsApp, MatterMost, and Discord.

5.1 Gitlab Project Management

We are also planning to use the most of GitLab project management and use the features there for structure and to organize the planning. One feature that we will be using is the issues board, there we can split up the tasks and assign members to each. We are also planning on using the milestones feature, for better structure on our progress with the software.

5.2 Dealing with Conflicts

If a member has not completed the task on the agreed deadline, we will take the approach as agreed on in the "Dealing with Conflicts" section. If a member thinks that he can't complete the task before the deadline, he should discuss that with the rest of the team, and together we would resolve the issue.

5.3 Rotating Groups

In later stages of the project we will be splitting up into smaller groups, say 3 duos for example, who each will focus on a certain aspect. These groups will be rotated so everyone works on everything and to not specialize in a certain aspect.

5.4 Final say in deliverables

Instead of having a fixed person for the whole duration of the project responsible for this task, we agreed on having a weekly switch-up depending on the chairman and the minute taker of that week. Both the chairman and the minute taker would be responsible for submitting deliverables to Brightspace on behalf of the team. We think that this approach is superior as it provides each member of our team with the opportunity to gain experience and learn from it.

Week	Chairman	Minute taker
2	Andrei Ilinescu	Calin Rădoi
3	Calin Rădoi	Riad Zaid
4	Riad Zaid	Georges Ataya
6	Georges Ataya	Tijmen de Jong
7	Tijmen de Jong	Codrin Radețchi
8	Codrin Radețchi	Andrei Ilinescu
9	Calin Rădoi	Riad Zaid

6 BEHAVIOR

6.1 Flexibility

We believe that being and staying flexible is an important part of our behavior. This will mean, for instance, that when we are having a discussion we actually listen to the other people's ideas and are open to changing our own ideas instead of sticking with them out of pride. Flexibility is also indispensable, concerning the making of the code of conduct, given that we are not able to think of all the "edge cases" that might pop up from the start, we have to remain open

to changing them along the way. This fundamental characteristic gives us to mental space to not be limited by set constraints.

6.2 Consequences

To make sure we all follow the deadlines set by our group we have decided to have a trust-based system. This system works with points, a person will be given a point when they miss a deadline or meeting, and these points will last for 1 week. After a week the mark is forgotten and will not have any effects anymore. The chair of that week will be tasked with keeping track of the points of the entire group. These points will have their effect when the group has a vote on a decision and there is a tie, then the side on which the members have the most points will lose the vote.

6.3 Mistakes

When someone makes a mistake like writing code with a bug we will always try to let the person fix it, this will be best for their personal development but if this means that another person will be delayed that person can fix it in order not to have any unnecessary delays.

7 COMMITMENT

We have all decided and are prepared to commit to this project and aim to create something better that we all could have done on our own.

7.1 Buddy Check

There will twice be a buddy check mandated by the course and we will be aiming to make optimal use of this moment by all aiming to give constructive criticism in a way that the person on the receiving end can make good use of it. We believe this is very important for our group work and personal growth, we think this is so important that once a week we will have a buddy check lite where we will all tell one other person what they are doing well and what they can improve with a suggestion on how to improve on this. To decide who will be giving advice we will write our names on cards and draw randomly to decide.

8 DEALING WITH CONFLICTS

It is common knowledge that bringing people together under a common goal is bound to cause occasional conflicts. For this reason, in this paragraph, we'll be considering various possible forms of conflict that might occur while developing our software product; we will also be presenting our approach as a team to each one of these issues.

Firstly, one of the most common sources of conflict we might encounter is deciding what we should work on next. Since we believe this to be quite an important matter, any such discussion will take place on Tuesdays at the weekly meeting with our teaching assistant. If the opinions on the matter are evenly split, the first step in resolving the conflict would be each side presenting their arguments, so that we can understand each other better and make sure we can make the best decision. If this proves to no avail, we can ask for the teaching assistant's opinion on the matter, thus making use of their experience. If the teaching assistant has a

neutral opinion on the matter, the team will choose one of the options randomly.

Another issue that can create internal conflict is a team member missing a deadline. Since we all share the same goal, we must understand each other so that we do not escalate the conflict. For this reason, there will be a single consequence for missing deadlines: the team member will lose their voting rights for the week, and thus their vote won't be counted in next week's decision-making process. Furthermore, team members can volunteer to help the delayed teammate fulfill their task, and we'll all try our best to make sure everyone understands the technical aspects of their work.

An additional conflict-prone aspect of the development process is making both creative and technical decisions. Creative decision-related conflicts will be dealt with by involving the whole team in a conversation on the matter. If no consensus can be reached, the person responsible for implementing the respective feature will have the final say on the matter. Technical decision-related conflicts, on the other hand, we believe to have more objective solutions. Therefore, we believe that by taking a close look at the matter, and by minutely studying the source of the issue, any internal disagreement should be solved.

Lastly, we do not believe personal conflicts are acceptable in a professional academic environment, and any escalation of such a conflict will be reported to the assigned teaching assistant.

9   DECISION MAKING

Decision-making is perhaps one of the most crucial factors that will determine our success as a team and the quality of our collaboration, hence we will systematically construct a decision-making process through the means of this code of conduct.

From the start, it has been clear to all of us that reaching a consensus when faced with a decision to make is not only of high priority but arguably indispensable. Since the project's success relies on our collaboration, we realize that disagreement with regard to the right decision will lead to severe drawbacks in our work's efficiency, because not all members will confidently steer in the same direction. That is the reason why we will do everything in our power to achieve consensus.

However, there will surely be times when after intense deliberation and efforts to paint an image as clear as possible of the consequences of each potential choice there is, we will not share the same view. In such situations, we will be forced to adhere to the majority's opinion on said matter. Despite the unfortunate possibility that the majority of us will not think optimally, we believe it is statistically (or from a game theory point of view) correct to place our bet on this method while being fully conscious of its obvious drawbacks.

Finally, we have arbitrarily decided to consider the chairman as the tiebreaker in case our opinions are equally shared, and to deny the right to vote to anyone who was late to that week's meetings. Our reasoning is simple: we believe the person who is attributed the role of chairman in a given week should exercise the role of a leader in the safe environment this project course creates. Respectively, we consider someone who is unjustifiably late not committed enough

to the well-being of our team, thus there is no reason they should have a say about the path we shall take.

10   COMMUNICATION

The means through which we communicate will determine a lot about the efficiency of our team. We strive for efficiency and we should therefore have clear communication channels. We, as a team, decided that we should have 3 separate modes of communication.

10.1   Daily Discussion

Our first is WhatsApp, which we will use more generally to agree and discuss the project, we make relevant comments and have a dialogue that allows for quick and effective actions to be made (such as a teammate warning another teammate about a potential bug in their code).

10.2   Important Discussion

Next, we will have a text channel over Discord, where we can organize online meetings (as a couple of us live outside of Delft), this is a crucial part of the project as we won't always have the time or possibility to attend physical meetings. Therefore this mode of communication is extremely important to get certain decisions talked about and agreed on.

10.3   Online Meetings

Finally, we will have a discussion channel, also on Discord. Here we will only write down important information that must be viewed by all members. This channel exists to keep us all on the same page about the next big assignment, implementing important features into our application or even making consequential decisions about our application that everyone should be aware of. We will restrict this channel in a way where we do not reply to the messages directly, but through our 2 other channels (WhatsApp or Discord) so that we can therefore keep all of our very important information in one place to consult.

11   OUTSIDE COLLABORATION

Collaboration is the most essential aspect of any team. We understand that in order to successfully operate as a team and fulfill our goals, the set mandatory meetings are not enough. Thus we have decided to set another two weekly physical meetings: one on Monday from 13 to 14 and one on Friday from 9 to 11, as well as another fixed online meeting on Thursday from 16. The team also remains open to additional online meetings if a member requests one for a particular reason. The physical meetings will serve us in the discussion and adjustment of weekly deadlines, as well as in each member voicing their opinion on the progress made so far and the further needs and suggestions regarding the team. The online meetings on the other hand serve as an opportunity for the team members to present possible issues that they have faced in the development of the project and request possible help or advice from the others. For small issues, we will use the message groups to communicate efficiently and effectively in the rapid solving of the problems.