

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.

Team name:

5C

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. Communication
2. Accountability
3. Respect

Assignment description:

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

We need to work on a project called Alpha-Built for ECADI, it is a web-based architecture platform designed to facilitate various features in the building industry.

As a team, we will work collaboratively to design, develop, and test the platform we built. This includes creating prototypes and conducting user- and software testing to ensure that the platform meets user needs and is user-friendly.

Target or ambition level:

What grade are you working for?

We are aiming for 8.0 or higher.

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?

At the end, we should deliver a web-based architecture platform called Alpha-Built that allows multiple users to collaborate on building projects in real-time. As a group we will use GitLab to share codes, next to this most communication and sharing of textual documents will be done via MS Teams and Discord. The final product should meet standards for security and data privacy.

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*?

To ensure that each team member finishes everything on time, it's important to establish clear deadlines and milestones for each task and ensure that everyone understands their responsibilities and the project's overall timeline. We can break down larger tasks into smaller, more manageable pieces, and assign each task to a specific team member with a deadline for completion.

Regarding the 'final say in the final deliverable', this is still to be determined, but we think we can account for this on our team leader.

For submission, usually, if it is a large assignment that is done by a collaboration of more people, it will be submitted by the person who completed the last piece. Otherwise, it will be submitted by the person who has completed it.

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?

The group members should treat each other with respect and be open to compliments and critiques during communication.

Disagreements can be handled by acknowledging and validating each other's perspectives and working together to find a solution that meets everyone's needs and goals. The TA can be involved if we can't agree upon the solution or if it is a severe issue.

In the situation, if someone is late, this depends on the real situation's context. But it happens to be consistent we will point this out and warn him/her.

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 will mainly use Discord to communicate with the group members when we are having something which will involve TA, stakeholder, or coach. We will use MS Teams or Zoom to communicate or host the meeting.

We use mail mainly to make appointments with TAs, stakeholders, or coaches.

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?

From a coding perspective, quality can be determined through coding standards, code reviews, version control, and automated testing tools.

Next to that, Chair's and minute taker's commitment can be measured by their participation in meetings and adherence to 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?

To determine the chairperson and minute taker roles, the group can use a rotation approach where each member takes a turn in the role on a weekly basis. This ensures that everyone has an equal opportunity to contribute and develop leadership and organizational skills.

Meetings:

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

The group will have weekly meetings with the TA, as well as 2-3 additional meetings each week for implementation discussions, problem analysis, and collaborative coding/testing sessions. Stakeholder meetings will also be held at least every two weeks, with a focus on specific topics and expected outcomes.

We will prepare Zoom or MS Team meeting rooms in case of a virtual/hybrid meeting. For TA meetings, the group will prepare questions and a feedback list, which will be made by all group members beforehand.

Decision-making:

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

More most of the things we will discuss within the group and analyze the pros and cons of different approaches. In the end, we will use a majority vote to determine the solution that is found most suitable. In case of a very important decision, we will also conduct opinions from TA, stakeholders, and the coach.

Dealing with conflicts:

How do you handle conflicts within the group?

When conflicts arise within the group, we will strive to approach them in a constructive and respectful manner. We will encourage open and honest communication between all members involved and aim to find a mutually agreeable solution. If necessary, we will reach to the TA.

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 expect our teacher and/or student assistant to provide us with guidance and support throughout the project, particularly in areas where we may be struggling or require additional assistance.

We value feedback on both the content of our project and the collaboration within our team, as both are important for the success of the project.

Consequences:

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

The consequences can vary depending on the severity of the situation and the specific agreement that was violated.

In general, the first step would be to have a conversation with the individual to discuss the issue and attempt to resolve it. If this does not work, then we will seek guidance and intervention from our TA. In extreme cases, the individual may need to be removed from the group if they are unable or unwilling to comply with the agreements and expectations set by the group.

Success factors:

What makes your team a dream team?

1. **Communication:** We are communicating effectively, and this is essential for any successful team, because this ensures that everyone is on the same page.
2. **Trust:** Our team members trust each other to do their jobs and fulfill their commitments. This gives a collaborative and productive work environment.
3. **Diversity:** Our team consists out of people that are good in various field. For example, Xingyu Han is extraordinary in the CG field.
4. **Positive attitude:** Our positive attitude can improve team morale and make the work environment more enjoyable. This can lead to increased productivity and better results.

Norms or evaluation criteria

You will evaluate your own and each others work in this project.

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

1. Communication - Communicate effectively and in a timely manner to ensure that everyone is on the same page
2. Collaboration - Work together and share ideas to achieve project goals
3. Enthusiasm - Active participation in group meetings and discussions
4. Professionality - Consistently meeting quality standards for project deliverables
5. Confident – Dare to share your idea, even though you think it is stupid, it might work amazingly well!