**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: DRUKAS**

**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. Openness and communication

2. Reliability

3. Mutual respect

4. Dilligence

**Assignment description:**

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

We are responsible for executing/developing the project (similar to Trello); putting what we have learned during lectures into practice; adhering to the tools suggested and client description; demonstrating teamwork capabilities.

**Target or ambition level:**

Getting at least 8.5, and if possible even more.

**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 need to deliver a working application. We need to submit deliverables on Gitlab and Brightspace. Additionally, we need to adhere to the standards specified on the site.

**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 use Trello to set goals and have periodic checkups to ensure everyone is on track.

**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?

We treat each other with respect. Disagreements should be handled with consensus/open discussion. We should not rely on the TA to resolve conflicts. We just start the meeting without them and make sure that doesn’t happen again.

**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?

1. General communication : whatsapp

2. Meetings: discord/lab

3. Communication with the TA/organisational stuff: mattermost

**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?

We will base that on what we discuss at the meetings and what requirements we impose are.

**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?

We will decide the chairperson and minute taker randomly and the roles will cycle. The people do not take the role twice before everyone has done it once.

**Meetings:**

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

At least once a week at the lab. We will decide if we need a second meeting dynamically. Everyone should look at the agenda as preparation. Other potential requirements will be discussed before the next meeting.

**Decision-making:**

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

We will try by consensus and if that does not work we will do it by majority vote.

**Dealing with conflicts:**

How do you handle conflicts within the group?

We should resolve conflicts with open communication and if that does not work we should talk 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?

The teacher is mainly responsible for guiding us to find the right material to use. The TA should just keep us on track. The TA is also the first point of contact regarding questions. Preferably feedback both on the content and the collaboration.

**Consequences:**

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

We should first point it out to the person and if the person doesn’t fix it we should talk to the TA.

**Success factors:**

What makes your team a dream team?

1. Willingness for cooperation

2. And motivation to get a high grade/get to the common goal

**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. Keeping deadlines

2. Openness, diligence and communications

3. Respect value of opinion

4. Reliability

5. Fairness

6. Actively participating in meetings

7. Clean code