**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 behaviour is shaped. Discuss and write down your team values (min. 3).

1. Openness and communication

2. Reliability

3. Mutual respect

4. Diligence

**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 submit it to Brightspace *on behalf of the project group?*

All team members will keep track of deadlines and if needed, remind the responsible people for finishing their work in due time. Additionally, individual members should inform the team at least once a week of their progress. In the case that someone will fail to deliver on time, other team members will assist them in completing their tasks, directly or indirectly. Finally, the team has decided that Rūta will be the person who will make the last decision regarding the final deliverable and upload it to Brightspace.

**Behaviour:**

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

If need be, we will also meet on Friday from 15:45 (this will be decided from week to week at the labs)

**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 would be determined primarily by the TA additionally by the other members through a vote. The chairs and minute takers should inform the other members of the upcoming agenda. Moreover, they should stick to the template that is provided when creating the agenda and the minutes and fulfil their expected roles to the best of their ability. Finally, after each meeting and review of the notes, other team members will anonymously give feedback to the corresponding chair and minute taker.

**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 team has decided through random selection who the chair and minute takers will be.

| Week | Chair | Minute taker |
| --- | --- | --- |
| Week 2 | Alexandru Fazakas | Rūta Giedrytė |
| Week 3 | Konstantin Kamenov | Daniel Rachev |
| Week 4 | Una Jacimovic | Antonio Lupu |
| Week 6 | Rūta Giedrytė | Alexandru Fazakas |
| Week 7 | Daniel Rachev | Konstantin Kamenov |
| Week 8 | Antonio Lupu | Una Jacimovic |
| Week 9 | Daniel Rachev | Una Jacimovic |

**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 - this will be on Friday from 15:45, at the EEMCS building. 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 within 2 or 3 days then 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 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. Keeping deadlines

2. Openness, diligence and communications

3. Respect value of opinion

4. Reliability

5. Fairness

6. Actively participating in meetings

7. Clean code