

## Code of Conduct for Team 07

### Description

Our primary objective is to work collaboratively and efficiently to develop a high-quality note-taking app that meets all specified requirements. Through this project, we aim to learn the fundamentals of app development, refine our planning and teamwork abilities, and achieve an individual and collective understanding of software development processes.

### Target

We are collectively working toward achieving a final grade of 8.5 or higher for this project, as this aligns with the goals and expectations of all team members.

### Planning

1. Daily check-ins: Every team member will check in on the WhatsApp group chat daily to share updates, raise concerns, and ensure the team is on track to meet weekly goals.
2. Weekly objectives:
  - Each team member will contribute at least 100 lines of code, complete 1 Merge Request (creation and approval), and participate in 1 code review weekly.
  - Deliverables must be submitted one day before the agreed-upon deadline to allow time for review and final adjustments.
3. Weekly planning meetings:
  - Main planning session (Wednesday): Workload is distributed during an in-person meeting. Each team member will have clearly defined tasks by the end of the meeting.
  - Online refinement session (Thursday): Held on Discord to address unresolved questions and ensure clarity on upcoming tasks.

### Communication

1. WhatsApp: Used for brief, regular updates and communication of important announcements or general planning details.
2. Mattermost: Dedicated for assistance from the Teaching Assistant (TA) and for official project-related discussions.
3. In-person meetings: Conducted every Wednesday, for discussing progress and setting the following week's goals.
4. Discord: Used for Thursday online meetings, follow-ups, and collaboration sessions for task-specific questions.

### Outside Collaboration

1. Feature-specific meetings: Additional meetings may be scheduled before or after the Wednesday session to address specific features or critical tasks.
2. Collaboration tools: GitLab is used for managing code contributions, creating Merge Requests, and conducting reviews.

3. Shared responsibility: Features with significant project impact will be tackled collaboratively by two or more members to ensure quality and balanced workload.

#### Helping Each Other

1. Requesting help:
  - Team members facing difficulties must notify the team on WhatsApp at least 1 day before the task deadline.
  - If the issue cannot be resolved within the team, the member will escalate it to the TA for additional guidance.
2. Proactive support: Team members are encouraged to monitor each other's progress and offer assistance proactively to avoid bottlenecks.

#### Work Quality

1. Code reviews: Every Merge Request must be reviewed by at least one team member, who will provide meaningful feedback (a minimum of 100 characters) before approval.
2. Code standards:
  - Code quality will adhere to agreed-upon 18 CheckStyle rules, ensuring consistency in style, indentation, and documentation.
  - No CheckStyle warnings will be permitted in the final codebase.

#### Decision-Making

Decisions will be made through consensus, ensuring that all team members align with the goals and feel valued in the process.

#### Broken Agreements

1. First offense: A personal conversation will be held privately or with the team to understand the issue and find a resolution.
2. Repeated offenses: On a third offense, the matter will be escalated to the TA for further intervention.

#### Problem Resolution

- All problems will first be discussed internally within the team to explore potential solutions.
- If unresolved, the issue will be escalated to the TA or a neutral third-party for an impartial resolution.

This Code of Conduct will be respected in its entirety and to the fullest extent by every team member.