

# 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.

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**Team name: UNRULY GUITAR**

## 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. Communication
2. Respect
3. Punctuality
4. Collaboration

## Assignment description:

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

- Our main goal is to fulfil all of the assignment requirements.
- We strive to finish tasks within a day or two before the deadline.
- Create and maintain a good environment for working in a team.
- Split work evenly based on personal skills.
- Discuss/check every important decision.

## Target or ambition level:

What grade are you working for?

All of our members stated that they are working towards a 10.

## 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, of course, aim to complete all of the objectives stated in the assignment description. We try to use GitLab for sharing anything of importance, other files/information are shared over WhatsApp or by e-mail. The work submitted must be thoroughly organised and well documented, the source code must be clean and easy to understand and, of course, all members should agree with everything that we submit.

### 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*?

Whoever is the chair at the time of submitting deliverables will do so on brightspace on behalf of us all. As one of our team values, we believe punctuality is essential. We will be meeting regularly and ensuring that everyone is on schedule with their part and will be tracking progress using our Gitlab trackers such that we can ensure work is done in a timely manner. In the case of someone not finishing their assigned work, we will adapt and assign different members (based on a majority vote) to finish the tasks. They will also receive a warning or a strike depending on their previous warnings.

### 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?

Respect is necessary for great teamwork. We will treat every single member of the team equally and respectfully. Our team is supposed to be democratic to every extent possible therefore, all disagreements are handled by voting and we try not to involve our student assistant or guide in internal proceedings only when we experience severe problems with someone's behaviour.

### 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 have a Whatsapp group for general communication and a mattermost group with our TA to ask questions. Whatsapp is mainly used for scheduling meetings and such whilst we perform online meetings on discord. We also use a coordinated calendar for all team events.

### 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?

Every pull request into our repository is rated by at least two team members (including the author/s) then the average of those ratings is calculated, based on that we assess the quality of the modifications and by extension the quality of work. If the rating is less than we deem sufficient we will discuss it with the author. We can measure the commitment of the chairs and minute-takers by assessing how the meeting has gone and if all the topics we wanted to discuss were touched on in an appropriate amount of time.

### 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 decided on having a different chair and minute taker every week and the order will be determined by a cryptographically secure random number generator, everyone will be chair and minute taker at least once and no more than two times.

### Meetings:

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

We are going to meet two to three times per week, as said previously, to keep track of everyone's tasks, take important decisions and discuss important matters. Preparation would usually be reflecting on the meeting subject and reading important files that the chair has sent/asked to review. The chair might also prepare a PowerPoint presentation, depending on the topic of discussion.

### Decision-making:

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

We try to reach a consensus by discussing everyone's point of view and, if not possible, we vote. In case of a tie, we will try to discuss more and try to agree on one choice. If a consensus is still not reached we will involve the Teaching Assistant as a last resort.

### Dealing with conflicts:

How do you handle conflicts within the group?

We put our code of conduct to use and apply it to the situation at hand, this serves as a future reference for all conflicts, decisions and the like.

### 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?

From the TA we expect feedback on our collaboration and clarifications/information on the actual assignment of the project.

### Consequences:

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

A warning and a strike (democracy evaporates). In the case of a strike, we will also notify our student assistant of the situation.

### Success factors:

What makes your team a dream team?

Our compound skillset is well-rounded, we have adept programmers, proficient Java coders as well as leaders and soft-skilled people.

### 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. Keeps deadlines.
2. Writes clean code (measured by checkstyle and variable names).
3. Is respectful and considerate of others.
4. Documents their work well so that others can easily understand.
5. Actively participates in team proceedings.
6. Respects the agreed code of conduct.