# 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: Four-five**

**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. Open to feedback**
**2. Respect deadlines**
**3. Be communicative**

**Assignment description:**
**Create a "KanBan board" application**

**Target or ambition level:**
What grade are you working for?
**Aim for 10, get an 8.**

**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?
**The complete, functional application as well as documentation of our progress. Google Docs while keeping track of the links in Discord. The submitted work must be of the highest quality we can deliver.**

**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?*
**Rather than having one person to do everything, we can take turns or anyone who is available can submit assignments. For the final deliverable, we can divide the time evenly.**

**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?
**Treat people with respect, handle disagreements in-person/on call.**
**For official meetings(Once a week, with the TA), being late is not accepted, in other situations 5-10 minutes are fine.**

## 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?

**WhatsApp for general communication and Discord as a repository of documents, for online meetings and more technical issues.**

## 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 can have regular meetings after the TA meeting on Tuesday to discuss what we have been doing, and also another meeting before the deadlines on Thursday to review each other's work. This way we can be more productive because we will have to talk about what we have been doing to everyone else.**

## 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 can take turns each week so that everyone does the chair and the notetaker at least once over the course.**

## Meetings:

How often will you meet as a group? What preparation is needed for the meetings?
**There will be 3 meetings every week:**
1) **Tuesdays at 14:30 with the TA.**
2) **Tuesdays at 15:15, to review our progress on that week and explain what we're working on.**
   a) **Preparation: Write down what will be shown to the other team members in the meeting.**
3) **Thursdays at 17:30 (online), to review the week's deliverables and submit them before the deadline.**
   a) **Preparation: Have the week's deliverables ready.**

## Decision-making:

How do you make decisions? By majority vote or by consensus?
**Majority vote for flexibility**

## Dealing with conflicts:

How do you handle conflicts within the group?
**Have a group discussion to settle it down within the group. If it doesn't work, we can reach out to the course managers or the TA for help.**

## 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?
- **give feedback about our achievements**
- **handle the conflicts if it gets serious**
- **feedback on our weekly collaboration(github activity), e.g if we are on track**

**Consequences:**
What are the consequences if a participant in the group does not keep the agreements?
**After talking with the participant, if the issues are not resolved, we will reach out to the TA.**

**Success factors:**
What makes your team a dream team?
**Being active and trying our best.**

**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. **Keeps deadlines**
2. **Provides meaningful code**
3. **Do code reviews**
4. **Attend meetings**
5. **Problem solving**
6. **Being communicative**