**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: KEDAKK**

**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. Communication**

**2. Planning**

**3. Cooperation**

**4. Equal contribution**

**Assignment description:**

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

**As a team, we are supposed to hold regular meetings with a chair and minute taker and work together in order to fulfill the stakeholder's requirements about the application and its safety.**

**Target or ambition level:**

What grade are you working for?

**8.0**

**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?

**Deliver: a working tested application with documentation, minutes from the meetings, the code of conduct, the backlog, the heuristic usability evaluation, the video application pitch, passing the oral examination.**

**Platforms: GitLab for the code and minutes, as well as discussion of merge requests, GitLab issues for the backlog, google docs for cooperative documents, WhatsApp and Discord server for communication.**

**Standards: working application that meets the agreed-on client requirements, clear well-commented code + documentation (at least a readme) and some test coverage.**

**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?*

**Excellent communication between the members and feedback is crucial for achieving the final goal. Having meetings and checking on each other's work is a necessary part of teamwork. The key to meeting deadlines is by setting them a reasonable amount of time before the real date. Also, a clearly presented tasks using GitHub issues. In addition, every week will be supervised by a temporary leader (chair) elected on a rotating basis.**

**The team leader of the current week is responsible for making sure everyone approves the deliverables, the minute taker is responsible for submitting them.**

**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?

**Above all, every member of the team is equally important and hence has to be treated with respect. Any contribution and effort has to be valued. An effort must be taken by every member to understand the opinions and concerns of the other teammates. Putting it all together, a team can only function properly if its members truly treat each other like colleagues and equals. If there is an issue, it has to be addressed first internally. However, if an agreement is not reached, then further assistance is needed from the TA assigned to our group. Meetings start on time and the late members are updated afterward. Furthermore, members have to give a reasonable explanation why they are late or will miss the meeting.**

**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?

**Gitlab for code discussion, planning and merge requests, Whatsapp for everyday communication, Discord for team meetings, Mattermost for communication with the TA.**

**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 work is distributed evenly among the members. The finished product of a member is reviewed by the whole team. If a member delivers low-quality code/documentation, address that issue in a meeting and take the necessary actions to improve it. Providing assistance or swapping tasks may be solutions to such problems. The chair has to supervise the whole group during his leadership and look over the members to make sure they are not facing any problems and delivering finished tasks on time. Moreover, he has to prepare the agenda for the meetings and make sure every point of it is covered and that time is not wasted on irrelevant topics. The minute taker is responsible to write down notes of the whole meeting and post them in the team chats. Furthermore, he has to submit the deliverables and help with the meeting preparation.**

**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?

**For the first few weeks, we rotate the roles so everyone fulfills each role at least once. In the later weeks, the team can determine who’s best suited for each role and leave them for the rest of the course. This will be done if the majority of the members agree on it and also the chosen ones agree to carry out the responsibilities of the positions.**

**Meetings:**

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

**Everyone attends the mandatory weekly meeting with the TA held every Tuesday. Furthermore, if agreed, stay extra time after the meeting to discuss other topics. The chair determines whether another mandatory physical meeting on Friday is necessary during that week (without the TA). Other meetings may be held if needed and agreed on (not mandatory for every member).**

**The agenda of each meeting will be given in advance so every member is responsible to do his own research and prepare for the topics that will be discussed. Also, members have to be ready for questions related to their work. If an issue occurs during the working process, formulate the problem and explain it in the meeting so it can be addressed.**

**Decision-making:**

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

**The team will attempt to reach a consensus and compromise and if that fails the alternative will be a decision by majority vote. However, if a deadlock is reached after the vote, the chair has the last say.**

**Dealing with conflicts:**

How do you handle conflicts within the group?

**Address the issue in a meeting and try to work out a solution that is functional for everyone. If a compromise is not met, then reach out to the TA assigned to the group for assistance.**

**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 team would like feedback on the collaboration part, some guidance on the implementation requirements, and information about issues we might be missing or not addressing properly.**

**Consequences:**

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

**First, the team has to try to figure out the cause of the issue and address it. Secondly, involve the TA assigned to the group to discuss the matter. Lastly, fairly reflect the behavior in the teammate reviews on Buddycheck.**

**Success factors:**

What makes your team a dream team?

* **Willingness to meet the stakeholder’s requirements**
* **Willingness to collaborate between each other**
* **Variety of experience**

**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. **Keep deadlines**
2. **Having clean code (readable, comments, …)**
3. **Having documentation**
4. **Having good unit tests**
5. **Commitment and cooperation**
6. **Having working code (builds, works as intended, not too many bugs)**
7. **Overall engagement in the working process and collaboration**