Code Of Conduct

Assignment description:

This Code Of Conduct only applies to Group 2A for the duration of the Software Project in Quarter 4 of Year 2 at TU Delft. Any projects or actions outside the scope of Software Project are not subject to this Code Of Conduct.

During the whole development of this project, we ought as a team and to each other to take this job seriously and work on it as if we were employed by a company.

Target and ambition level:

The members of SA Group 2A settled with the ambition of getting a grade of 8 minimum as we think that we are capable of achieving such a grade with the given project. This project is challenging but we believe we possess the skills to get such a satisfactory grade. All members are expected to deliver their personal best to achieve such an objective. Everyone will do its own best to deliver a professional project that meets the standard set by the client.

Products:

The final application will include an interactive questionnaire accessible through web-application, the last will be accessible by users who will be able to answer the given questions and rate snippets of songs.

All the results will be persistently stored in a database in order for the client to access it and review it for her PhD research.

There will also be a dashboard implemented where the researcher can tune parameters of the experiment and monitor its progress, such as the distance metrics or the recommendation and batch sizes.

Planning:

We have a shared calendar where we are setting the deadlines so that we have a clear overview of what we have to do at every moment. We also are active on Brightspace and Mattermost, where we get information about the specific deadlines.

We have agreed that Lucas will primarily be the one having control over the final submission and reviewing of it, and will be the one submitting it and making sure everything is done before the deadline.

Communication:

All members agreed upon the following:

- All intra group communication is done on discord or whatsapp
- Intra group meetings will be on discord if it is decided to be online otherwise on the TUDelft campus
- Communication (discussion and meetings) with our client is done over Microsoft Teams or on campus
- Discussion with our TA[2] and TU Coach[3] happens on MatterMost
- Meetings with our TA[2] will be on Jitsi if held online or else on campus
- Meetings with our TU Coach[3] will be held on campus unless told otherwise

Behaviour:

In the interest of fostering an open and welcoming environment, we as contributors[1] and maintainers pledge to make participation in our project and our community a harassment-free experience for everyone, regardless of any of our participants' personal mental and/or physical characteristics.

We strive to contribute to a positive working environment through means such as, but not limited to:
- Being respectful to one another
- Giving and accepting constructive criticism
- Placing the team's interests before our own
- Using common sense
- Sticking to deadlines when we have agreed upon them
- Being present for all our meetings

We do not tolerate inappropriate behavior. Behavior that is deemed inappropriate includes, but is not limited to the following actions:

- Bullying of any kind
- Using derogatory comments
- Politically attacking others
- (Sexually) harassing fellow team members
- All behavior that is deemed unacceptable by the usage of common sense

For any disagreement look at the "Dealing with conflict" section.

For any information regarding late meetings look at the "Meeting" section.

Our responsibilities

All members of the Software Project Group 2A are equally responsible for clarifying and following standards that have been outlined by formal documents such as this one and agreed upon collectively. Project maintainers are expected to take appropriate actions when they see that someone is not following outlined guidelines.

Project members have the right to remove, edit and change in other ways contributions that are not aligned with this Code Of Conduct. They should also report serious violations to their respective supervisors[2]. Issues of any kind, especially smaller ones, should however be reported to and decided on by all team members collectively

Commitment:

In the best interest of the group, we decided not to care if all members deliver the same quantity. However we expect every member to do their maximum in terms of their set of capabilities to achieve any group goals or deadlines, and to achieve the maximum quality that we can provide. Any member is allowed to be tired and slack a bit, however, if this behavior is persistent he will have a consequence from the "Consequence" section. In addition it is the role of the chair to reinvigorate any demoralized member. Regarding the commitment of the chair and the minute taker, the chair's commitment is the same as any other member and for the minute taker, we just expect him to do his best when writing minutes during meetings as we are not that experienced in taking minutes.

Meetings:

The members of the Software Project 2A unanimously decided to meet at least three times per week to discuss the progression of the project and their accomplishments. Before such meetings, every individual should be capable of explaining his contribution to the project and have a general idea of the stage of the product and his teammates. Anyone late for a meeting will be accepted (if the meeting has not already ended) but if that individual is recurrently late, he will be notified. If that behavior persists he will have a consequence from the "Consequence" section. For meeting with a stakeholder an appointed minute taker will take notes of the meeting and upload the minutes to the Drive and Github.
We will allocate two of the meetings for the Sprint retrospective and planning of the next Sprint according to the SCRUM methodology.
We will also hold short 15-minute daily standup meetings.

Decision-making:

All members agreed upon the following for decision making. Any major project decision has to be accepted by consensus (at least a vocal approval) as we are a small group. A major decision is one that influences the project and its progress in a big and noticeable way. For smaller changes (frontend or backend changes for example) approval of the people working on that part are required. If any conflict arises during decision-making take a look at the "Dealing with conflicts" section.

Dealing with conflicts:

Members will try their utmost to avoid conflict. However, if one occurs it should be sorted out verbally. All members affected by the conflict will need to find a peaceful way to resolve it. If no solution is found, the entire group will try resolving it and if the conflict still persists, as a last resort the TA[2] and TU Coach[3] will be notified and involved in reaching consent.

Guidance:

We will be fully transparent with our TA[2] and TU Coach[3] and not hesitate to ask for specifications if there are some gray areas. In return we expect the TA[2] and TU Coach[3] to be as transparent as possible with us. Any feedback is greatly appreciated but if we were to choose one type of feedback we would prefer to have it be detailed on our content.

Consequences:

Instances of abusive, harassing, or unacceptable behavior will be reported. In addition repeated infractions of this code will lead to repercussions discussed with the project team supervisor. Consequences can go up to expulsion of the group if and only if all other members agree upon it.

Success factors:

All members of this group are not perfect. Nevertheless, our strength is that we complement one another. Previously to the project we knew each other and got along: we know how each one of us functions and what we bring to the group.
Another success factor is our previous knowledge of the technologies at use in this project. Most importantly we respect one another, and this is why we are a dream team.

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[1] (Project) "contributors", "maintainers" and "team members of SP Group 2A" are used interchangeably and stand for the same group of people.

[2] Our supervising Teaching Assistant – Bianca Cosma

[3] Our supervising TU Coach – Gosia Migut