

Code of Conduct

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.

Assignment description

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

By working as a group throughout this course, we need to develop and deploy a quiz game about energy awareness. This game should be playable not only single-player, but also multi-player and we are required to implement different features (such as attractive graphics, client-server connection, jokers, etc.).

Target or ambition level

What grade are you working for?

Obviously we are looking to score as high as we can in this course (i.e: 9/10), but more important than the grades: we want to learn how to cooperate, to work as a team and to succeed in constructing a full stack application.

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?

In the end, the product that we expect to deliver is an interactive quiz game that will raise energy awareness, an application that runs locally on our machines. We share our documents on GitLab, which has a lot of features that will allow us to boost our efficiency as working as a team (by merging different code snippets, creating issues and so on). However, there are some documents that we share on our Discord channel (here, we discuss less formal problems).

Beyond this, we will also have to deliver our weekly teamwork and individual assignments, such as HCI document, Code of Conduct, backlog, Information Literacy and a final presentation showing our final program.

For the individual and teamwork assignments, we always have a meeting after everyone finishes their assignment, in order to both check and validate our answers and to discuss it within the group, furthering our progress. For the Code of Conduct we will look at it once every 2 weeks to check whether our goals are still aligned with the CoC, and iterate further upon it if needed. For the backlog, we will also constantly iterate over it since we will have things that need to be changed, especially after receiving the sample backlog from the client.

Beyond this every individual should hold themselves to the standards of GitLab, which are stated in 'Appendix A'.

Planning

How do you ensure that each group 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*?

Since we are a single group consisting of 6 people, we ensure that we finish everything on time by creating a weekly agenda (by having action points for each week), by discussing each task and issue that arises, in other words by working as a group. Beyond that, all code must be submitted weekly before Sunday 23:59 in order to comply with TA checks.

As we were advised in TU Teamwork Chapter 3 “Meeting skills”, the final say for the weekly assignments will be held by the Chairman of that specific week (a member chosen by us during the weekly mandatory meeting with our TA), and that person will also be the one that submits our work on Brightspace. Even though the chairman has the final say on the agenda, we will work together each week in one of our meetings to decide on what points of action need to be taken care of and what needs to be spoken about during the next TA meeting. If the majority of people are not on the same page as the chairman, we have decided that there is a possibility to “veto” the chair and go against his/her decisions.

We schedule a meeting if we think there are enough remaining tasks that require teamwork. This is decided either in person or via discord using the majority principle. If we want to plan a meeting, we need to do it at least 3 days beforehand, to ensure everyone is capable of sticking to it, so to ensure that everyone is able to come to the meeting.

Beyond the possibility of creating a schedule, we will also always have a regular meeting on Wednesdays at 11:30. This is since we always have certain tasks to do each week, and in order to align ourselves with the entire team to reflect on what we’ve done and what to do.

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?

1. Each member is treated equally in our group, since we understand the importance of working as a team and listening to all the other peers’ points of view.
2. When we have a disagreement, our Chairman intervenes and decides whether to solve the disagreement during that specific meeting (if we consider the disagreement to be important in damaging our work), or we cover the topic at a later stage (i.e: scheduling another meeting to address this issue). After these steps, if we cannot reach an agreement, our TA may be involved in reaching a consent. This is an emergency case that we do not expect to encounter during this project as a group, but if that’s the case then we expect our TA to come up with a wise advice (i.e: personal opinion about the circumstances of our disagreement) that could help us to solve this issue and bring the team together on the same page. The person that started the disagreement should not consider the advice as a personal attack or punishment, but instead as constructive criticism meant to bring the team together.
3. Our meetings are scheduled at a specific time that was discussed during the previous meeting. All the members of our team agreed on that specific time, so if someone is late we will not wait for him. Instead, we will start our meeting according to the schedule, hoping that the person that could not make it on time will be punctual in the following meeting.

A concrete example of disagreement is described in Appendix B of our CoC.

Communication

In what ways do you communicate with each other as a group and among yourselves? (in the studio/MS Teams/Miro/Discourse)

We communicate as a group via Discord, MatterMost and also GitLab (by creating merge requests and addressing issues with clear descriptions). Also, we schedule additional on-campus meetings in order to discuss project-related subjects (i.e: deadlines, questions for our TA, etc.).

Commitment

How do you determine the quality of each group's work, so that each group delivers the same quality?

How do you measure the commitment of the chairs and minute takers?

1. Since we decide every week what we as team members are supposed to do, it is expected that this work is done. Beyond this the work of every team-member is checked by at least 2 other persons not involved in the task to ensure utmost quality. Both the team-member who committed and those who reviewed the commit should hold themselves to the standards described in '*Appendix A*'.
2. We let everyone speak proportionally, and if someone considers that the chairs and minute takers commit more or less than necessary, he/she can stand up and address this issue. After that, we look for a solution.
3. The chairman is expected to deliver the agenda on time (at least 1 day in advance), to mention every upcoming deadline of the week and to reflect on what the team accomplished in the previous week so that the members can get an idea about their growth. The agenda should be structured according to the provided template.
4. The notetaker is expected to have clear and complete notes that include all of the main points of the meeting. Also, if the notetaker missed anything, his peers are expected to come by his side and point out the things he missed, so that the minutes are fulfilled.
5. Each of the members of our group is expected to have a look over the agenda and the minutes in order to make sure that everything complies with the structure, the weekly points of action and so on. If there is something that is missing, any member should feel free to change the agenda so that the group does not miss any task.

Meetings

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

We plan to meet 2-3 times a week besides the mandatory meeting where our TA attends. Each individual should prepare for each meeting by re-reading the notes taken by the notetaker, to review his/her ongoing work and to recheck the agenda so that he/she can get an idea about the progression achieved and the plan for that week. Also, at the end of each meeting we discuss what each member needs to prepare for the upcoming meeting. If we want to plan a meeting, we should do this at least 3 days beforehand, as described in the '*Planning*' section of our CoC. This section also describes the decision of having a weekly meeting every Wednesday morning at 11:30. Beyond this, it also describes the reasoning for having a meeting is decided by the majority principle based on our communication either in discord or in person. We will have at least 1 meeting (beyond our TA meeting) every week, and beyond this we will schedule more if we consider an additional meeting to be relevant .

Decision-making

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

We make decisions based on majority voting, since even though it does not always come with the best results, it is a fast way of making decisions (in contrast to consensus decisions). If some results seem to be poor, we readdress that specific issue and approach the problem in a different manner.

Beyond this, people currently working on the task get priority in explaining the dilemma in order to get the best outcome, since not everyone is involved in a specific task.

If someone does not want to comply after voting, the rest of the team will try to bring this member on the same page by explaining their arguments in order to make him/her understand the correctness of this decision (i.e. how it will improve the team performance, what are the advantages of implementing a feature in that specific manner, etc.). Furthermore, we will try to see if we can somehow comply with these specific peer wishes. If this is in no way possible, or at least not in a way which hinders our progress or someone else in the team, we will sadly discuss this conflict during the next TA meeting, where we expect the TA to make this team-member comply with the rest of the team, as all other ways have already been worn out. For an example, please see 'Appendix B' of the CoC.

Dealing with conflicts

How do you handle conflicts within the group?

The Chairman is the one that stands out, takes the "leader" position and tries to figure out a solution for that specific conflict, by letting every member say a word. After listening to everyone, the Chairman should come with an answer.

Beyond this, look at the section *Behaviour*, in which we also stated how to deal with disagreements.

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?

We expect guidance from our TA when we do not clearly understand an assignment task, when we are not able to cooperate effectively, or when we feel stuck during this course. However, we do not expect our TA to resolve technical issues (we will use Google instead), or to be available 24/7, so we will always be rational and will not put pressure on her.

We also expect feedback on the content of our work (when it is possible), but we will also appreciate feedback on our collaboration (when we ask for it).

Consequences

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

Since all of us can make mistakes, the first deviation from our agreements will be overlooked, but if this behaviour persists we will have to let our TA know about this serious issue that affects our teamwork. As such, she will decide on consequences for that specific person. Still, we do not think our group will face this kind of problem.

However, if this is the case, we will:

1. First try to talk to this person individually in order to emphasise and resolve this person's actions. There will be no consequences yet, however we do expect an active stance towards resolving their misconduct and preventing it in the future.
2. If this member still doesn't modify his behaviour, and someone else notices, this issue should be brought up to the chairman in order to start the next meeting with this discussion topic. Beforehand, the chairman informs the team member that they are expected to explain their actions, so they can prepare their response beforehand. During this meeting we will discuss why it happened and how to prevent it in the future. We also expect that this member will write a reflection on this meeting, which will be shared with the rest of the group.
3. If this still doesn't resolve the person's actions, the chairman will again inform them about their misconduct and expect a written response, again explaining their actions and how to prevent this misconduct from happening in the future, which this time will be brought up to the TA, and is to be discussed in the next TA meeting, where we expect our TA's help so that we can abolish this way of behaving.

Successfactors

What makes your team a dream team?

We think that our team is a dream one due to the fact that we enjoy listening to each other's opinions regarding the project, the efficiency of our meetings and the desire of building a full-stack app as a team. Also, the fact that every member sticks to the schedule and works not only individually to specific tasks, but also participates actively during our meetings boosts our team performances. We are a diverse group with a wide span of skills in all kinds of different areas which make us fast-learning, dynamic and all-around great. Therefore, this makes "us" a dream team.

Appendix A

In order to submit our work on GitLab team's repository, there are some standards that should be met, such as:

1. Each document should stick to the assignment task requirements.
2. Every team member should hold themselves to the GitLab standards in order to further increase our progression speed. These standards include branching, labelling of issues, the use of merge requests and the checking of them.
3. When a member wants to push his work on GitLab, at least 2 other members of the team must approve its merge request, so that others can iterate through his/her work.
4. There are standards for every piece of code, media and text in order to ensure quality.
5. These standards include:
 - a. Spelling
 - b. Grammar
 - c. Formal language
 - d. Checkstyle: The checkstyle checks code for a numerous number of things, including but not limited to:
 - i. Column length
 - ii. Method length
 - iii. Whitespaces
 - iv. String equality
 - v. etc.
6. Once someone commits something to the repository, whether code, media or text, they should ensure the standards decided are being met.
7. Whenever a file is changed, the reviewers are in charge of checking for these standards to ensure these are met.
8. In case a reviewer decides that these standards are not being met, we will comment on the MR(or in case it happens outside of GitLab in person/discord) in order to discuss it to ensure quality.
9. When a conflict arises from the review, we will look at the '*Dealing with conflicts*' section of the CoC in order to resolve these conflicts in a graceful manner.

Appendix B

For this example A and B coincide with two persons.

1. Say person A disagrees with B after a conflict arose during a merge request, due to a grey area in which both are not right and not wrong. In this case, we expect both members to handle this gracefully. If these two members can't deal with it themselves, it is their responsibility to bring it up to the rest of the team so we can deal with it as a whole.
 - a. In case the team finds a solution which suits both persons, the conflict is dealt with, and after a reflection of the conflict we hope everyone learnt and grew from it. This reflection can be done at the next meeting, where we will look back and discuss what could be done better next time.
 - b. In case the team can't find a solution which suits both persons, i.e. person A still disagrees after the team made a majority decision, we will first try to look if we can somehow satisfy this person's needs, and in case we cannot we will sadly discuss it with the TA during the next meeting. This means that even though we have tried everything, this person is unable to follow through with the team, and the only option is then to ask the TA to make them comply, since we have tried every other option already.