

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).

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. 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 the other members of the team can evaluate it.
3. Once someone commits code, they should hold themselves to the checkstyle and other contribution standards decided by the team.

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 submits 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.

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?

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.
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.

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 with the task to ensure utmost quality.
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.

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.

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.

Dealing with conflicts:

How do you handle conflicts within the group?

The Chairman is the one that stands out, takes a "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 go through this kind of problem.

Succesfactors:

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. Therefore, this makes "us" a dream team. 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.