**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: XIX**

**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.Equality

2.Hard work

3.Respect

4.Helping each other when needed

5.Focus on working together as a team

**Assignment description:**

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

We will work together towards accomplishing the common, developing the app. For achieving this we need to evenly distribute the workload among us and make sure we complete our parts before the deadline. But perhaps the most important part is the communication between us (the teammates) as it makes up the most crucial aspect of any good team. We will hear each other out, give objective feedback and talk respectfully. As well as make sure that everyone has an understanding of the current project status and the steps we will take as a team during the development.

**Target or ambition level:**

What grade are you working for?

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**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?

We will submit a fully functioning product that has at least the basic functionality and some extra functionalities that we decide on later. We will use gitlab to share our code and work on it together, and we’ll use WhatsApp and Google Drive to share other documents (like the code of conduct, backlog, etc.). Our final product should be reasonably well tested with probable scenarios as well as contain no known bugs. Our code should also be well-written and pass the checkstyle tests.

**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?*

We trust each other that everyone is going to respect the deadlines that we have decided upon for each particular task. We will submit the final deliverable together during a meeting so we can all make sure that it is done correctly.

**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?

Everybody will treat their teammates with respect because this is a crucial part in a successful team. In case there are disagreements among team members, those should be discussed in a meeting with the entire team so everybody can listen to the arguments of both sides and eventually reach a common agreement. If a consent couldn’t be reached even after discussing with all the team members, then we might ask our TA for help, but only as a last resort. If someone will be more than 5 minutes late for a group meeting, they should be asked by the rest of the team to try to arrive in time in the future, but if this behaviour continues repeatedly the TA should be informed.

**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?

We’ll mainly communicate via WhatsApp to organise the meetings and make any quick group decisions. To communicate with our TA we’ll use Mattermost, and if someone can’t attend a meeting we’ll use Zoom or MS Teams.

**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?

Determining the quality of the work done is best done as a team, where each member has a say in the product’s quality. Reaching a consensus as a team can help prevent our personal biases from skewing our outlook on the work. Best summarised as “reaching beyond our frame of reference”, we should devote part of the time that we spend on reviewing others’ work on discussing the features implemented with the entire group. This can be done in a way where a member of the team showcases their work (gives an update for the team), while other members are encouraged to ask questions about the work or provide extra suggestions and insights. The review session could then be wrapped up with some general thoughts and ideas on the current quality of the product, and suggested next steps in development.

However, it still may be useful to discuss some of the work in subgroups that are working on similar/intertwined features, as it can help boost work speed during development.

We will determine the commitment of the chair and minute takers by gathering feedback from the entire group and perhaps discussing the team’s performance during the weekly retrospective session.

**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 will rotate the roles every week so that every member of the team takes each role at least once. We made a schedule to keep track of who has which role each week.

| **Chairperson** |  |  | **Minutetaker** |  |
| --- | --- | --- | --- | --- |
| **Date** | **Name** |  | **Date** | **Name** |
| 20/2-26/2 | Horris |  | 20/2-26/2 | Karol |
| 27/2-5/3 | Kenzo |  | 27/2-5/3 | María |
| 6/3-12/3 | Fleur |  | 6/3-12/3 | Kenzo |
| 2/3-26/3 | María |  | 2/3-26/3 | Matei |
| 27/3-2/4 | Matei |  | 27/3-2/4 | Fleur |
| 3/4-9/4 | Karol |  | 3/4-9/4 | Horris |
| 10/4-16/4 |  |  | 10/4-16/4 |  |

**Meetings:**

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

We should have a meeting every Tuesday, during the timeslot with our TA, and likely more meetings during the week. Some weeks we may need to meet together as a team more often than others, for example due to the amount of work or things that must be discussed, so it may be useful to dynamically decide on when to meet, based on our actual requirements. A decision on when to meet should be made sufficiently in advance, so that everyone is updated and can RSVP / allocate the required time. We may also want to decide on a timeslot or two during the week when everyone should be available to work on the project and meet up if necessary, so that each week we have a guaranteed time where all of us can work together. Additionally, it may be useful to meet up online in some cases, perhaps in a Google Meets or Discord call, especially when a meeting doesn’t concern all group members.

The requirements for the meeting should also be established sufficiently in advance, and should be based on the planned agenda of the meeting. We should strive to complete all of the work required for the meeting, unless we previously explicitly decide as a team that we can host a meeting when a feature is still Work-In-Progress, perhaps to decide the next course of action based on the current state of the application.

The Chair will prepare the agenda, and the group must prepare according to the agenda, and, if needed, prepare questions for the meeting. The Minutetaker should submit all of the resolutions/minutes from previous meetings so that the team is kept up-to-date.

**Decision-making:**

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

We make decisions by vote as it makes the most sense in a project where we do something one way or the other. If there is an equality in the number of votes (as we are 6 members) then the opposing parties must come up with new arguments to defend their opinion and we will vote again.

**Dealing with conflicts:**

How do you handle conflicts within the group?

As during the development of our project many conflicts are bound to arise, we must ensure that we approach each of them in a professional manner. It is likely that some of us have different ideas about what the project should look like, and we must respect others’ opinions and try to reach a consensus by means of discussing the different concepts, perhaps comparing them to see which one fits our application better, and voting, as suggested in the ‘Decision-making’ point, on what course of action for the development should be taken. It is imperative that we listen to each other and that we provide factual, objective reasons behind our choices, so that a decision that benefits the entire project can be made. We must strive to respect the person at the other end of the argument, and when a conflict between two people cannot be resolved, we may bring it up during a discussion with the entire group, in order to discuss, vote about, and resolve the conflict.

**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 feedback on the Minutetaker and the Chair and on the flow of the meeting in general. We also expect them to give us advice if they see we are going in the wrong direction on the project.

**Consequences:**

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

If it is the first offence then we'll talk to them and ask them to keep up their promises next time. It is important that we understand what led this person to not hold their promise, so we can prevent it in the future. If it continues and turns into a regular event then we will have to talk to a TA about this behaviour.

**Success factors:**

What makes your team a dream team?

Communication has to be the most important aspect of a dream team. Without it even the best developers wouldn’t be able to work towards a shared goal as a project isn’t meant to be done by one person only. Everyone has to be on the same page.

**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. Respect deadlines

2. Quality of code

3. Active participation in the meetings

4. Respecting each other

5. Time efficiency