Code of Conduct OOPP

Group 27

17/02/2023
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Introduction

The Code of Conduct contains written documentation of what is expected from team members and from the collaboration. Everyone participates in this and supports the agreements that have been drawn up. A Code of Conduct is a flexible document. If after some time it appears that certain agreements are not realistic or applicable, then this will be discussed within the team and agreements will be adjusted as necessary.

Team name: 27 Club

Shared team values

1. Engagement,

2. Respect,

3. Trust.

Assignment Description

In essence, our goal is to develop an application for managing personal task lists. From a technical perspective, we will build a distributed application using Spring Boot to create a REST API and use Web Sockets to exchange data with the clients. Our application will have a graphical user interface created using JavaFX. Finally, we will hand in various smaller assignments that revolve around the process of developing the main project.

Target or ambition level

We are aiming for this project to be a constructive experience for us all, but also for a good grade. We will be satisfied with a grade of around an 8, but this can change depending on how well the project goes.

Products

The end product should be not only software/tests but also:

- a complete Git repository,

- a video to present our product,

- a heuristic usability evaluation report.

We will try to share all documents on GitLab, if that is not possible we will revert to other file-sharing methods like Google Drive or OneDrive.
Submitted work must meet the standards of the team members, but as a general rule, they should be complete and bug-free. Only if everyone agrees, work is submitted. See header Decision-Making for handling disagreements within the team.

Planning

For every external deadline, (e.g. handing in this document before 24-02-2023), there can be an internal deadline (e.g. for this document, sending it to our TA before 18-02-2023). This deadline can be flexible. Sometimes, assigning these deadlines to a subgroup of the team will be more efficient. This subgroup will then take on explicit responsibility for:

- completing the task,

- showing it to the team before the internal deadline,

- submitting the task after approval of the team.

In the case of a disagreement between a subgroup and the rest of the team, we will act according to the information under the Decision-Making header.

Behaviour

We all try to treat each other with respect at all times. However, even while being respectful things can go wrong. In case of a disagreement, we will take action as stated in the consequences section.

Communication

There will be formal and informal channels of communication, as there are official and unofficial things to be communicated. Official announcements, statements, and discussions, ... must be made/held on formal channels. These official messages include but are not limited to the following:

- Saying you will be late/absent,

- Taking on/giving explicit responsibility for a task by a subgroup of the team,

- Disagreeing with a document that will be handed in soon,

- Sometimes sending documents to the TA to get checked.

Communication via WhatsApp, Zoom, email, Discord, . . . is considered informal.
Communication via Mattermost where the TA has access is considered formal.

Commitment

The quality of work by individual team members is judged based on completeness, usability, and code quality.
The commitment of the minute taker is measured by approving the previous meeting minutes at the start of every meeting. This will be a small agenda item, where the chair asks everyone to judge the previous meeting minutes.
The commitment of the chairs is checked by judging the agenda before the meeting, or by complaining during the meeting.

Division of tasks and roles

At the end of every meeting, a chair is appointed according to who has the most to say or randomly if no one volunteers. If multiple people want to be chair we will pick one randomly. The minute taker will be the chair of the previous meeting.

Meetings

Meetings with the TA will take place once a week on Tuesday at 14:30. Any other meetings with the group will be scheduled as necessary. A meeting with the TA needs an agenda sent to the team 48 hours in advance by the chair, and someone appointed to take meeting minutes. The preparation that is always necessary is reading the meeting agenda. Sometimes meetings require extra practice, this is decided case by case. We are going to have an internal meeting after the formal one on Tuesdays. We will also meet online on Friday evenings.

Decision-making

We will make decisions by first trying to reach a consensus, but if this is not possible we will go by a majority vote. In case the numbers of votes are equal, we will analyze the problem in more depth and have a debate. If everything else fails and it is still split we will flip a coin.

Dealing with conflicts

Conflicts within the team are handled mostly internally, without involving the TA. If the problem cannot be resolved this way, the TA will be alerted.

Guidance

What is expected from the teacher is to provide knowledge during the lectures about teamwork principles, and insight into technical aspects of the project and specifications. The TA is mostly there to give feedback during the meeting, not really to help us.

Consequences

Consequences for a participant not keeping the agreements are decided on a case-by-case basis according to the table below.

List of minor offences: Punishment for this is bringing snacks/coffee to the next meeting.

- Being late for less than 5 minutes to a meeting,

- Being distracted during a meeting. (eg. being on phone, ...)

List of more severe offences: Punishment for this is a bad review on Buddycheck.

- Not meeting an internal deadline when responsible,

- Meeting an internal deadline but with a sub-par product,

List of really severe offences: Punishment for this, or repeating the above offences, is going to the TA as a group to report the offending member.

- Handing in a document or task without sending it to the team first.

- Handing in a document or task when the team explicitly disagreed.

- Not meeting an external deadline when responsible.

Success factors

It seems we are all hard-working and knowledgeable. Also, our first team meetings have shown good synergy between our team members, which will greatly improve our chances of success. If we combine all our expertise we believe we can form a cohesive team and deliver a quality product.

Norms or evaluation criteria

1. Take into account the opinions of all team members. Everyone has unique experiences and ideas that can contribute to our team's success.

2. Respect both external and internal deadlines. The deadlines will ensure that the project is on the right track, and every team member is working as efficiently as possible.

3. Split the tasks evenly and efficiently, so everyone is involved in the project.

4. Everyone should participate actively in the project to maximize team performance.

5. Everyone should keep a professional attitude so that the project will proceed smoothly without conflicts.