

Code of conduct Group 32

Communication

- When speaking, we use the language everyone understands, speaking Dutch is fine as long as everyone that is present speaks Dutch.
- Communication between each other should be clear, and we state what we expect from each other in a clear way.
- Criticism is given in a constructive way.
- We are open to any criticism.
- On workdays between 10am and 5pm we are expected to answer in reasonable time.
- Main communication will be conducted through Whatsapp, meetings will be held in Discord.

Collaboration

- We treat each other with respect and do not discriminate in any shape or form.
- Decisions should be tried to be made unanimous, in case this doesn't work out the majority will decide.
- We are all equals and there is no team leader unless decided otherwise.
- In case of a team leader, he should not make all the decisions by himself but consult the other team members.
- We try to help each other when needed.
- We should get the basic requirements and try to get the requirements for an 8, after that whoever wants to contribute more can do this individually or in a group, with clear documentation so that the points are rightfully distributed.
- We'll try to resolve any conflicts inside of the group first, if that doesn't work out we will bring it to the TA.
- If a mistake is spotted after merging the people who approved are responsible, otherwise the person who asked for the merge will need to fix the mistake.

Attendance & delivering work

- Sundays are holidays and group members are not expected to turn in work on Sundays.
- We are present during meetings that have been set well before.
- We deliver what is expected from us on time, in case we can not make it we will inform the other team members well before the deadline if possible with a sound reason.
- We respect urgent events that make it impossible to contribute to the project, if possible again we will inform the other team members.
- We will all (try to) contribute an equal amount of work to the project.
- We work with clear documentation and will also arrange weekly meetings at least one day before the meeting where we explain our code and discuss any questions we might have for the TA.
- We deliver well documented and working code.
- Before code is merged it needs to be reviewed by at least 2 other people, we try to leave feedback that should be implemented before the merge.
- We wait 5 minutes after the meeting is scheduled before we start in case someone doesn't show up, after that the meeting starts. Coming late too often may result in notification to the TA.
- The CI/CD pipeline should pass before merging.

If someone doesn't adhere to any of the aforementioned rules we will discuss this with our TA.