

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.

In this project, the aim of our team is to deliver an application for our main stakeholder, Unetiq, in which we create an extension/ react application that will automate complex orders based on excels and pdf files. This automation would reduce the workload that a human operator has to do in order to manually translate an unstructured list of ordered products into a “structured order” ready to be processed.

Target or ambition level:

What grade are you working for?

On this project we would like to gain as much experience as possible and deliver a meaningful product while trying our best to improve and explore new skills. The grade will come as a result of our hard work and dedication which will hopefully be represented by an 8 or above.

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?

The applications that we will deliver at the end will be a React application developed on GitLab, which will have planning provided on the Notion workspace, provided by our client. Moreover, the communication with the company will take place on Slack, and with the TA and Coach on Mattermost. The standards that it will need to comply with will be the ones that we will establish on the Requirement Engineering part.

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*?

By setting clear internal deadlines and by communicating beforehand when facing challenges, we can ensure that the required work can be successfully delivered on time. The person who will submit the final deliverable is Lucian. The final deliverable will be agreed on by reaching a consensus within the group.

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?

We treat each other with respect and take into consideration the personal circumstances that may occur in some unfortunate cases.

In order to handle disagreements we will expose our ideas and views in a transparent fashion; we will deal with them by understanding each other, looking at the pros and cons of each idea and taking a properly balanced and inclusive decision. If there is a matter that we cannot reach agreement upon, we will ask the TA for an external opinion.

In the case in which someone is late to the meeting, we will be lenient within the team if it does not happen regularly. In the case the issue persists, we will try to come up with a solution together and if that fails, we will eventually contact the TA.

Communication:

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

For communication within the group we will use WhatsApp/Discord and for communication with the company we will use Slack/Microsoft Teams. For the communication with the TA and our coach we will use Mattermost.

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?

We will have weekly meetings within our team in order to discuss the work that has been done and make sure it meets the requirements we set for ourselves and those of the client. We will have standard formats that need to be followed by the chair to prepare for a meeting. The minute taker has to ensure that they have noted down all ideas and summarised all necessary information.

Meetings:

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

We will meet either in person or online every other day during weekdays. Depending on the requirements of the week this may increase or decrease, settled after having the Spring Planning meeting.

Decision-making:

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

We will make decisions by reaching a consensus so that we can assess ideas objectively and everyone understands why we are doing one idea over another. We will try to ensure that all team members understand why a certain choice was made over another and that at the end everyone is pleased with it.

Dealing with conflicts:

How do you handle conflicts within the group?

Similarly to disagreements, we will try and resolve them within the group by weighing all sides of the arguments and reaching a beneficial solution for the team as a whole. However, if it gets out of hand we would have to reach out to the TA or the coach.

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 them to provide support regarding the deliverables and the current progress of the team. If we are in need of help with keeping on track or decision making, we expect them to be available. If they notice that something can be improved or we missed something, we would like them to reach out to us with suggestions.

Consequences:

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

We will handle it as a conflict. Firstly, discuss with them and in case it cannot get resolved we can approach the TA or coach. The peer review feedback will also be affected by this. In case someone does less work than the rest of the team, he has to take up more load the next sprint.

Succesfactors:

What makes your team a dream team?

The fact that we have team members from all course variants is very beneficial for bringing new ideas. The team members also knew (and worked with) each other before, therefore there is an exiting chemistry helping the team with decision making and collaborating.

However, the actual factor that makes the team a “dream” team is communication and mutual understanding.