

# Code of Conduct

Team Number 61

February 2023

## 1 Team Name

Team 61

## 2 Team values

- **Respect**

In any team, respect is a crucial trait. It entails showing respect for other people, being aware of their perspectives, and appreciating what they have to offer. Each team member must appreciate the diversity, viewpoints, and ideas of the others. Avoiding inappropriate words or conduct and paying attention to other people are examples of this. Team members are more likely to feel valued and driven when respect is present, which can improve collaboration, output, and success.

- **Honesty**

For a team to develop a culture of transparency and trust, honesty is essential. As a result, team members must be honest with one another, accept responsibility for their errors, and discuss problems freely. Everyone benefits when there are no miscommunications, arguments, or errors. Being honest also includes accepting accountability for one's behaviour, as well as being open to receiving and offering constructive criticism.

- **Punctuality**

Being on time is crucial for any team because it ensures that everyone is communicating clearly and working together efficiently. Team members are expected to be on time for all meetings, activities, and tasks. This exhibits consideration for others' time and dedication to the team's accomplishment. Being prepared and ready to work while on time might help you be more productive and efficient. Punctuality among team members can result in a more structured and productive work environment.

### 3 Assignment description

We need to follow the principles laid out in this code of conduct, communicate effectively, split the workload fairly and evenly amongst members, and ensure that the final product is of the highest achievable quality.

### 4 Target or ambition level

Our team aims to complete the assignment proficiently. So we do want to get a high grade as we can. Although our essential task is to fulfil the conditions of getting a passing grade.

### 5 Products

In the end, we aim to deliver a high-quality product, which should be fully functional, efficient and should contain no bugs. The submitted work must contain readable code, and each function must have a Javadoc comment and be tested properly. We will share code documents with each other using GitLab, and other files on Discord.

### 6 Planning

We will use an extension for Discord that lets us set deadlines for the assignments and a person who has finished his work can leave a checkmark to indicate to others that he is done. Communicating through a Discord server will allow every team member to quickly catch up on the latest developments and issues that need solving.

The person responsible to submit the assignments will be Błażej.

### 7 Behaviour

Being polite and professional when working as a team is essential to preserving goodwill among team members. This includes giving frank criticism in a polite and helpful way. Taking the time to hear and comprehend other people's opinions, even when they differ from our own, is equally crucial. We can foster a culture where everyone feels valued and heard by demonstrating respect and understanding for one another, which will improve teamwork and productivity. In the end, a team that puts these values first will be more prepared to face obstacles and succeed. We expect advance notification if someone is going to be late. Although being on time is one of our team's core values, it is nevertheless crucial that participants catch up on the conversation. We anticipate that the worker who is running behind will make up for it by working harder on other parts of the project.

## 8 Communication

Our team is using Discord as the main communication platform. We've divided our server into sections containing our information, the notes and agenda of our meetings, and text channels where we can discuss ideas. Furthermore, we have a WhatsApp Group where we can announce important or urgent information.

## 9 Commitment

In a project, commitment of each member is highly valued. Therefore we need to guarantee the effort of each member. We have planned to do this by checking each others work by at least two other members. This way those two members will inspect the work done. If they feel that the member is not spending enough effort (or too much effort) they will address this situation to the member. Each week we plan to hold an online meeting. Within this meeting we will have opportunity to give feedback on each other. Of course this feedback will be given in an appropriate way. Within this feedback we will also comment on how the last weeks chairman and minute takers done their part.

## 10 Division of tasks and roles

In our group, each member will take the role of Chairman and Note taker at least once over the course. We will achieve this by rotation, and, for each meeting, we will follow the table below.

Week	Chairman	Note taker
1	-	Alex
2	Alex	Błażej
3	Błażej	Radu
4	Radu	Paul
5	-	-
6	Paul	Wojciech
7	Yusuf	Alex
8	Alex	Yusuf
9	Wojciech	Radu
10	-	-

## 11 Meetings

We will hold meetings twice each week. One on Tuesday with our TA and one online, through Discord, on Thursday. Before the Tuesday meeting, the chairman will prepare an agenda and a list of questions that we cannot answer ourselves and want to ask the TA about. Every team member can contribute

to the list and the agenda but the chairman will have a final say about which questions and points should be prioritized during the meeting.

## **12 Decision-making**

Effective communication is essential in any team, and we should all strive to communicate openly and honestly in order to reach a consensus. However, there are times when we cannot agree on a decision, and in those cases, a democratic vote is an effective way to resolve the issue. By voting, everyone has an equal say, and the decision-making process becomes fair and transparent. It's important to remember that disagreements are a natural part of working in a team, but by using democratic voting, we can reach a decision that everyone can agree on and move forward together toward our common goals.

## **13 Dealing with conflicts**

In case of a disagreement regarding the project, both parties should try to reach a consensus. If this is not possible, a vote will be held in which the majority has the final say. We are of the opinion that this is a fair method in most situations. In the improbable event that an unprofessional conflict arises, we strive to uphold the principles laid out in the team values section and use them as our basis for resolving the issue. This includes, but is not limited to, disrespectful or dishonest behaviour, lack of common decency, etc. If the before mentioned fails to resolve the conflict, we will hand over the problem to our TA.

## **14 Guidance**

A teaching assistant (TA) is assigned to us to guide us. We will ask our TA to guide us through the assignment. When we have questions about the project we will seek advice from our TA. We do expect the needed attention to our questions. We are planning to progress on the project by ourselves. Also, we would like to receive feedback about how our project is going. We will be needing feedback on our project content and our teamwork capabilities so that we can improve on them.

## **15 Consequences**

If a person fails to follow some parts of the code of conduct or fails to meet certain deadlines, the other members of the group will try and talk to him. If a person does not keep the agreements due to personal issues, we will try to be as understanding as possible, but if it happens consistently, the rest of the group will take the situation to the TA, which will take the appropriate measures.

## 16 Success factors

Our dream goal to achieve is to have a well-functioning team bounded by a positive atmosphere and a will to contribute to the project. We would like to create a safe and welcoming environment for the team members, where everyone can receive feedback and be applauded for their good work. We would also like to be effective in our work, writing high-quality code and methodically resolving potential problems.

## 17 Norms or evaluation criteria

- Ability to communicate

Clear and effective communication is key to successful collaboration.

- Finishing on time

Meeting deadlines shows commitment and respect for others' time.

- Quality of work

High-quality work demonstrates professionalism and attention to detail.

- Giving and taking proper feedback

Constructive feedback helps team members improve and grow.

- Writing easily pluggable and standardized code

Code that is easy to integrate and follow increases efficiency and productivity.