**Code of Conduct**

-Team code-

C# FINAL ASSIGNMENT

*Written by:*

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# Version Control

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# Chapter 1: Introduction

A code of conduct is a set of guidelines that outline the expectations and standards of behavior for the team. The purpose of these rules is to ensure that all team members are on the same page when it comes to acceptable behavior, as well as to provide a framework for addressing any issues that may arise. A code of conduct serves as a tool to maintain order and harmony within the team, fostering a positive and productive working environment.

By establishing a code of conduct, the team can create a culture of respect, trust, and accountability. This helps to keep teammates in check by ensuring that everyone is aware of the expected standards of behavior and is held accountable for their actions. If a team member violates the code of conduct, the rules provide a framework for addressing the issue in a fair and objective manner. This allows the team to quickly resolve any conflicts that may arise, preventing them from becoming major problems that could negatively impact the team's performance, morale and jeopardize the project as a whole.

Ground rules and boundaries can be found in this document, when those are crossed or broken, the member gains a written warning and by the collection of **2 warnings (after the 2rd one leads to removal of the group)**, he/she will have to leave the group after all the teachers got informed.

# Chapter 2: Ground rules

## **Assumed knowledge**

It is implied in certain parts of the rules certain things which will be gone into more detail here.

### **Important decisions must be made by a high-ranking member and a group member**

This is to ensure that there remains a level of choice and democracy in the group, for example if a team member can not make it to a meeting or project hour due to a terrible car or bike accident, the member may show evidence, if this evidence is valid then at least one higher ranking member and one standard member must allow it to be nullified. The two high ranking members also count as regular group members therefore if only both high ranking members agree it is also valid.

### **Accepted Forms of contact**

To maintain effective communication and ensure everyone stays on the same page, it is important to establish clear guidelines for acceptable contact methods within the team. We will use Outlook and Telegram as the only acceptable contact methods. These platforms provide a secure and reliable means of communication that allows team members to stay connected and collaborate efficiently. By limiting communication to these specific platforms, we can ensure that important messages are not missed or overlooked and that everyone is able to access the information they need to perform their roles effectively. It also helps to prevent distractions and maintain a level of professionalism in our communication within the team. Also important messages should be sent to the group as a whole. If one person is messaged it is considered not sent.

## **Meeting Rules**

1. Meetings must be announced 48 hours in advance through official contact methods. Attendance is mandatory. A member may only be absent if they are told in advance and have a proper reason which a higher ranking (leader/co-leader) and team member must agree to.
2. Emergency meetings can be scheduled 12 hours in advance through official contact methods and must only be used when a timebound high impact decision involving the entire team must be made. Attendance is mandatory.
3. Client meetings are similar to regular meetings except the client must be contacted long in advance and should be given the general idea/purpose of the meeting as well as questions or other things they must discuss, this includes documents as well. Early attendance is mandatory for client meetings. Members must be ready 15 minutes in advance, failure to do so results in a warning.
4. Online meetings are normal meetings except that the meeting location cannot be physical due to uncontrollable means, e.g., University closed, vacation, or sickness. Online meetings should not be called for convenience, only when a normal, physical meeting is not possible.
5. Notes should always be taken by at least one person, preferably the note taker and must be placed in the team’s work environment with the author, date and meeting reason as a title, e.g., “John Doe 12/02/2022 discussing functional design”.
6. Normal group meetings must be scheduled at least 48h in advance, so that every member has a chance to prepare.
   1. **Emergency Meetings** can be scheduled less than 12h in advance.
   2. These meetings can only be requested when a major decision is required.
   3. When something leads to the failure of the project
   4. When anyone has a serious matter that needs to be discussed
7. **ATTENDANCE IS MANDATORY, TO EVERY MEETING**
   1. If participating is not possible, the group leader needs to be informed prior to the meeting.
8. Notes of every meeting need to be recorded.
9. English is the only acceptable spoken language during project hours as well as meetings. Any other language spoken during these hours is prohibited.

# Chapter 3: Contact Conditions

1. For calling meetings, the group prefers Telegram and for plain communication, the group will use the internal Telegram group.
2. The **working hours** are from 9:00 – 19:00 during the week.
   1. During **weekends**, the time is cut to 9:30 – 19:00.
   2. Every member must answer the group discussions if necessary.
   3. No member is obligated to stay in contact after the hours.
   4. An emergency call can obligate members to join a discussion if the rules from chapter 2 are respected.

## **General Rules**

1. During weekdays it is expected to reply to messages directed towards people within 24 hours. Not answering calls to action will result in a warning. Directed means for example @-ing someone on Telegram.
2. Leaving the timesheet empty on Friday results in a warning; the timesheet should be filled in with descriptive realistic times.
3. Members found abusing other members’ work, sharing, or asking information that is deemed to be common knowledge or easily accessible shall be subject to a warning. This is to avoid members asking simple questions which is hindering teammates and their time and the members because they are not improving their own problem solving and work skills.
4. During sprints members will give their planned work. The next week if the work is not done it will result in a warning, unless the work is not possible to be finished within the time frame (which should be specified during the original sprint).
5. If it is agreed upon with all members, a high-ranking member included, a new rule may be added to the Code of Conduct which everyone must agree to, any actions that invoke this rule before the do not count. E.g., A member does X, the others make a rule that stops X, they cannot immediately give a warning to the member that did X.

# Quality Control

1. All work should be checked at least once, if something should be changed it should be communicated through the accepted forms of contact.
2. No copies of the documents should be sent through any means, this will cause confusion with the versions, the documents should stay in the team’s environment to avoid confusion. This is not the case for sending to the client.
3. If work is far from what is expected when a member looks it over, quality control should look it over as well, if they both deem it subpar work, a warning may be issued

# Chapter 4: Produced goods

1. Working on documents and code must be done on the GitHub environment.
   1. If there are internal questions, mark them and comment in your matching color.
   2. Every member is assigned a color to markup the documents.
   3. State your changes and questions on WhatsApp or Telegram, the member then must review his work.

# Chapter 5: Deadlines and Penalties

1. As mentioned in Chapter 1, the second warning can be seen as the last internal one.
   1. After the 2nd warning leads to the leaving of the group.
2. If a deadline cannot be met in the bespoken time, the member must professionally state the reason and inform the group about it.
3. If code is with low quality or deadline is passed, it leads to a warning
4. If group member is busy with another distracted things during working hours, it leads to a warning
5. If a group member ignores messages in Telegram more than 12 hours, it leads to a warning.

# Chapter 6: Motivation

1. Be kind and respectful to each other.
2. Support a fun and productive working space.
3. Team bonding games may be played to loosen up the group and to unite them.

# Chapter 7: Issues and disagreements

In case of greater issues, please notify the team leader of the group. These roles fulfill some sort of HR function, and they try to solve every issue inside the group.

# Conventions

1. Documents must have the exact same styling all around, e.g., Headings all need to be the same. All Documents should contain version control and a table of contents.
2. Code should be well documented and dynamic, code that is hard to read or to use practically, even after quality control will result in a warning.

# Signature

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