

Code of Conduct - Group 16

Team name: Coding Capitalist

Shared team values:

- Integrity
- Excellence
- Consistency
- Responsibility

Assignment description:

In this course we will be working together as a group to develop a task management application. During this process we will learn about proper teamwork and we will be documenting our development process. At the end of this project, we should be able to work professionally within a project team and know how to implement distributed applications.

Target score:

We will aim for an 8/10.

Products:

Our main deliverable will be a multi-user task list organizer. Users can use the application without having to register, add “cards” onto “boards” which helps organize each task. Users get to have the option to edit and remove all non-password-protected cards, and put password protection on newly created cards to prevent edits being made to their tasks. The application implements a client server model. The goal of making this product is to make the user’s life easier and more organized, which increases the individual’s overall productivity in different aspects of their life.

We will also create a backlog, which details all requirements our application must meet.

Another deliverable is the heuristic usability evaluation, in which we will write a report describing the evaluation of our prototype UI.

Our final deliverable will be a product pitch showcasing the capabilities of our application and the inclusion of the requirements.

Throughout the course we will also be working on some smaller assignments, like the git assignment, team feedback and self reflection.

Planning:

By instilling a strong sense of responsibility, our members will be punctual when delivering their work for the sake of the rest of the team. Before the submission deadline, we will have an in-person meeting where we will review the final version of the code, and the chairman, which will be appointed on a week by week basis, will be in charge of handing the assignments in, and thus responsible for all the deliverables of the week.

The weekly deliverables will be finished on time, by having soft deadlines for every week. This way, all members are aware of at what time the deliverables utterly need to be done, so all members will be on the same page continuously. If soft deadlines are not met by a member of the team, the other members will question said member, and disciplinary will be taken by consensus.

The work will be divided in weekly meetings, the chair will be the divider if no team members volunteer for tasks.

Behaviour:

Our members pledge to treat each other with respect and professionalism. Any disagreements between two members will be resolved by an impartial third party. When a member is late, he will have to bring treats for the whole team during the next meeting.

Communication:

Most of our communication will take place through Discord and Mattermost.

Commitment:

The quality of the work done by a member is decided based on the level of functionality of the code they deliver, their punctuality and their contribution during team meetings. The commitment of chairmen and minute-takers is determined by the amount of issues that are discussed during meetings.

Division of tasks and roles:

For the first six meetings, the chairman and minute-taker roles will be assigned in alphabetical order. For the last two meetings, the roles will be given to volunteers. If none exist, we will assign them alphabetically from the beginning.

We will divide the coding tasks by just letting the team members themselves decide which tasks they want to do. We will look at things like the variety of tasks they do and if they are not only doing front-end for example. The group is also responsible for making sure everyone has a comparable workload. If people don't volunteer a task the chairman will give out the tasks to the people he wants to. There will be no dedicated task division meeting, but all weekly meetings will include updates to the task division.

Meetings:

Mandatory TA meeting:

- Tuesday, from 13:45 to 14:30

Team meetings:

- Wednesday, at 13:45
- Friday, at 12:45

Decision making:

Decisions are mostly made by consensus.

If we have a decision that we are half/half on we will go with the chairman of that week.

If there is one person who really isn't going to agree with the plan, we will have to kick him off the team. This is because our team has decided on it, and if you are not agreeing to our project you have nothing to do with it.

Dealing with conflicts:

When conflicts arise within the group, we will set up online or in-person meetings to talk things out. If that does not resolve the issue, we will discuss it with our TA.

Guidance:

Our TA mentor will offer us help regarding administrative issues, but anything related to project-work will be handled by the group members.

Consequences:

If the agreements are repeatedly violated by a team member, the other members will try to talk to them and resolve the issue internally. If that measure fails, or a member misses a soft deadline which is decided by the team itself, the violating team member needs to bring a treat for all the other members. If said violating team member fails to comply with both measures, the TA will be contacted and communicated with in hopes to resolve the issue as a last resort.

Success factors:

The members of a dream team are responsible, capable, high-performance individuals, who value each other and the quality of their work. We will strive to adhere as closely as possible to such a dream team.

Evaluation criteria:

- Quality of work
- Punctuality (both when attending meetings and submitting work)
- Ability to take and offer constructive criticism
- Communication skills
- Friendliness towards other members