

## **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:**

The final code and most of the documents will be shared via GitLab repositories and/or Mattermost. Additional less important documents will be shared through Discord.

**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 will be in charge of handing it in.

**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.

## **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 this measure fails, 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