

# Code of Conduct – Group 08

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## 1 SHARED TEAM VALUES

- (1) Respect - We want to treat each other with respect and listen to each other's opinions and ideas. If there are differences of opinion we will not let it affect our work, choosing to be fair to each member and give everyone a chance to contribute equally. This is important to the team because it allows the team members to understand each other and prevents possible conflicts.
- (2) Responsibility - We agree to admit our own faults when making a mistake, and to discuss them in a constructive way such that everyone can have a chance to improve. It is necessary to avoid a blame culture in our team which could ruin the dynamic and instead assume individual culpability. We should also follow both team and course-set deadlines. Being responsible in a group is important because everyone should be aware of the consequences of their actions, while also fulfilling their obligations properly, while knowing that not fulfilling them may lead to a waterfall reaction - if responsibilities are not taken seriously and action is delayed, this may affect the whole project and the other team members as well, based on the dependency of different issues and tasks, and slow the overall development, or reduce the quality of the end product.
- (3) Communication - We want to be able to both give and receive help and communicate clearly and be able to question the steps we take and give feedback in order to solve problems before they can arise and have both a healthy work environment and a good end product.
- (4) Quality - We want to create a proper, well-made product that can stand as a testimony to both our abilities as engineers and our abilities to work as a team. As such, the quality of our work is of utmost importance and will be constantly kept in check by the different team members. We have created fairly strict protocols for checking each others' work and ensuring it meets the highest standard both in the present and in the future. Our team holds this value in high regard since quality (especially achieved in such a short time period) is directly proportional to our rate of learning and adapting.

Overall, adhering to and maintaining our shared team values throughout this entire project is a very important objective to us. This will help keep the team focused on its course goals without any unwanted disruptions that could arise from easily avoidable conflicts. Our values will also ensure that in our future careers we are aware of how to properly handle working in a team, both as a simple member and as a lead, when it comes to big projects.

## 2 ASSIGNMENT DESCRIPTION

In this course, we need to deliver a working application "Splitty". We need to work as a team and follow the rules we impose on ourselves

to produce work in good time and quality. In terms of development, it is crucial that we adhere to all functional and non-functional requirements from the backlog. We must use all technologies provided or mentioned throughout the course (Spring, JavaFX, Git, etc.) throughout these 8 weeks in development.

We will adhere to the code of conduct during development and deliver on all assignments, both individual and team, on time. This consists of having agendas prepared 2 days before each meeting, having meeting notes that we check, following the scrum planning, and fulfilling our weekly workload, as assigned by the team. Code should have both line and branch coverage in terms of testing, and merge requests should be approved by at least one other person (such as the reviewer or the chairman) before merging, also make sure that the pipeline passes.

## 3 TARGET OR AMBITION LEVEL

Ideally, our team would like to achieve a grade higher than or equal to an 8. However, as a team, we strive for quality and perfection. A grade of 8 is only a general guideline meant to help guide us in focusing our efforts. If time allows for it, we will attempt an even better final product. This is a realistic goal given that all of our team members have some amount of formal programming experience aside from university courses. Thankfully, our team is almost fully on the same page when it comes to expectations that range from a grade of 7 to a grade of 9, which is how we ended up settling on this target.

## 4 PLANNING

We will divide the work into manageable weekly tasks in GitLab. Then the tasks are distributed between members of the team. First, we will start with the Basic Requirements, and afterward, people who have finished their assigned tasks can start on the Extras we want to prioritize for the end task. Each of us will try to adhere to the time slot dedicated to our task. In addition to that we agree to work in advance as much as possible within reason, to avoid stress over deadlines and to aid with personal time management, which reflects positively in our work. We will ask everyone about their task during the TA meeting, check how far are they and if they can finish on time, this also includes individual assignments as they influence time management and consequentially teamwork. If someone is struggling with the given task or cannot finish it on time then they are obliged to inform the other team members as quickly as possible via one of the communication channels (Mattermost, Discord or WhatsApp).

Every team member has a say on the final delivery of the project and each of us is required to inspect the final product and deem it ready for submission. Submission is to be done by the chairman in the last week.

## 5 BEHAVIOR

As a team, we strive to treat each other with respect and have as open a channel of communication as possible. Without properly communicating and coordinating, completing a project of this size is not an attainable goal. To handle disagreements, we decided to discuss them and explain both sides calmly, and in detail, to reach an agreement. If further intervention is needed, the other members of the team can give their opinion (or vote on their preferred course of action). If a mediator is needed, or a conclusion cannot be reached, we will contact our team's assigned TA for further assistance.

Someone being late by just a few minutes (up to 5 minutes) is not a big problem to our team, in such cases we will start the meeting as usual without the missing member(s) in order to minimise disruption, and personally discuss the information they missed at a later time. However, if this is a repeat offense or they don't make it to the meeting at all without a proper reason and heads-up, then it will be handled as a disagreement would. As a team we have agreed upon and established a penalty, where any person who is late more than once, or has just arrived to the meeting more than 5 minutes late needs to bring snacks for all members to the next meeting.

## 6 COMMUNICATION

Our team has elected to use WhatsApp and Discord as our main channels of communication, Mattermost as our communication channel with our TA and TU Delft's web mail as an alternative in the case where a team member cannot be reached otherwise. We will discuss with our TA and notify them when agendas, meeting notes and submissions are uploaded on either GitLab or other channels.

We use WhatsApp for meeting organization and for urgent information that needs to be get through as quickly as possible. Discord is our main communication channel for work. We will use its capabilities for screen sharing and easy combination of voice and text channels. Main information shared will consist of screenshots, document files and just plain text messages. Any non-scheduled meeting will be conducted in Discord with the necessary team members (not always all of them) if in-person meeting is not reasonable. All important information will be pinned in the appropriate channel.

Finally we use Mattermost for our direct communication channel with our TA when or if needed. There we will say when the notes of the meeting have been uploaded. Information such as project files should be strictly shared (pushed to) the team Gitlab repository.

We plan to check in weekly during the in-person meetings with the TA, but we want to also answer each other's questions in a timely manner, so that no problems are encountered during the development process.

## 7 COMMITMENT

The first and most crucial criteria for quality of work is the check-style file we have decided upon. Since the bulk of our workload will be programming, it is very important to create and maintain a consistent style of code in order to ease the readability of work and increase collaboration. Next, once a task is done it is reviewed at least briefly in TA meeting by every member and everyone indicates clearly whether they approve of the work and if they do suggest as many improvements as they think of which are noted in the meeting notes.

For the quality of code, we will also conduct code reviews. The code everyone writes should be reviewed by one other person that ensures readability, quality and consistency. It should also be ensured that the requested functionality is properly implemented. Proper commenting and testing by the code writer is mandatory to ease both checking present standard and future changes. Merge requests, which serve as the final bastion of quality, will be checked by one other person that is neither the author of the code nor the reviewer of the code.

Our thoughts on the quality of the others' work can be expressed either during the weekly non-TA meetings or on our various communication channels, either publicly (if it's an issue that requires a formal discussion) or privately.

Furthermore, the commitment of the chair and minute taker is reflected in the quality and clarity of the weekly agendas and scrum pads. If either the schedule or the notes in the scrum pad are insufficient in quality or organization, that is an issue we can discuss with the chair/minute taker.

## 8 DECISION-MAKING

When confronted with a decision, the first step is to discuss it with the members involved. Not every member has to be notified, as it may only be a small issue which may not even involve the complete project. This also means that this decision doesn't have to be made in person, and can happen over our used communication services (preferably Discord).

In the case of a decision that does involve the whole group, we will first discuss as a group on what we are dealing with, and have members explain why they think we should be for or against it. This will happen in person during the meeting on Tuesday, or during a extra meeting if needed. Usually this will result in a majority vote, but it may also result in a draw where the members for and against are equal. In this case we will discuss the issue again, or maybe consider changing something to please both sides.

If this also doesn't work, the TA will be contacted for assistance. The decision, current conflicts and what has already been discussed will be presented to them. This will happen in person, as an issue so big isn't really fit to be solved in Mattermost.

Besides all of these points, we will also take into account the weekly feedback delivered by our TA.

## 9 DEALING WITH CONFLICTS

If a conflict occurs, which is between the members of the group and it is not relevant with the assignment, we will first discuss it as a group so that each side can defend their opinion in a constructive dialog while we can hear everyone's opinion. This could lead to a positive outcome since by discussing both ideas openly we can choose the best and most importantly avoid misunderstandings. It is really important that every member of the team feels free to express an opinion and we will all try to encourage others to say what they think. Furthermore, our priority is to solve the conflict as soon as possible. After discussing about how we are going to handle conflicts that involve a decision concerning the project, we decided to solve them by voting. In the case we cannot reach in an agreement, we decided that we should carry a voting process and follow what the majority prefers. If we cannot decide even after the

voting process and we cannot find a solution that works for both parties or if the conflicts escalate to a point we cannot resolve it ourselves, we will contact with our mentor TA to help us solve the issue.

## 10 CONSEQUENCES

At first we will contact the participant about the agreements, as there may have been misunderstandings. Small issues like being too late to meetings can be discussed online, but more important issues will be discussed in person. An example may be changing code without informing others. If the participant declares that the choice they made was intentional, discuss on why they made that decision. Inquire about what lead to the decision, if they made any attempt to contact others or if other issues may be at play. In the case where no agreement can be made, or the participant keeps making decisions without discussing or informing others about it, the TA will be informed about their behaviour. Following this another meeting with the TA may be organized, to discuss the issue again.

## 11 OUTSIDE COLLABORATION

The team has agreed to communicate through our Discord and WhatsApp groups when not meeting in person. In addition to that, it has been agreed to meet up weekly on Tuesdays at 13:45 in Flux hall C where we have the opportunity to work together in person and in advance of our mandatory meeting.

The majority of the work involves program development, which means our team will organize separate modules of the program for each member to work on individually where they can then push their contributions onto the shared Gitlab repository.

If further meetings are needed, we have decided to discuss and add more meeting times depending on the development needs, but the actual meeting times will be decided once this bridge needs to be crossed. The consensus is that Thursdays are the preferred meeting day due to the lack of on-campus lectures, whilst weekends should be the last resort.