Code of Conduct

In a Code of Conduct you discuss with each other what you expect from each other and from the collaboration. Everyone participates in this and supports the agreements that you draw up together. A Code of Conduct is a flexible document. If after some time it appears that certain agreements are not realistic or applicable, then it is important to discuss this in the group and adjust the agreements if necessary.

Assignment description:
In your own words, describe what you need to do as a group in this course.

Goal:

- Finish every "must have" issue
- Write a report every 2-3 days to summarise our progress
- Make use of the team roles

Create a Spring quiz application with the theme of the energy transition.

At every meeting, we announce the current goal, split the work evenly, have a good understanding of our tasks and try to finish the work you have been assigned sufficiently before the deadline and ultimately completing the *quizzzz*

To make sure we complete this, we pay special attention to our team roles:
Supplement for Resource Investigator: write a report every 2-3 days to summarise our progress as if we were talking to an external person. Also include in every report one way in which we made use of team roles.
Supplement for Shaper: have very concrete goals. For every issue, we add time estimates.

Target or ambition level:
What grade are you working for?

Goal:

- Get a 7

Our goal is to get a 7 but we will strive for the highest possible grade because this will force us to get a better understanding of how a production environment works and have more experience in teamwork. Not only will this make us respect the deadlines, but it will also encourage us to go beyond the mandatory requirements.

Products:
What should you deliver at the end? On which platform do you share which documents (Discourse/Miro/MS Teams)? What standards must the work submitted meet?

Goal:

- Passing pipelines

We should deliver a quiz application along with a readme satisfying all the client requirements we specified on our backlog.

Also, we should submit teamwork assignments and an HCI report, along with meeting agendas and minutes.

We can share documents on discord and google drive and the agendas/minutes should be put on GitLab.

Standards: straightforward UI. Clean and verifiable codebase: using checkstyle, javadoc, descriptive variable/function names and tab convention. Using the dev branch. Using imperative mood in commit messages.

Planning:

How do you ensure that each group finishes everything on time? Did you clarify who will have a final say in the final deliverable and submit it to Brightspace *on behalf of the project group?*

Goal:

- Each agenda point has a description
- Agenda, time and location sent at least 24h before the meeting
- Two meetings each week

We'll have at least two meetings every week to check on our team members' progress. It's the secretary's job to upload the documents (which were finalised during the meeting in which he was the secretary) on brightspace.

During the meeting, we'll assign every member a sub-task according to their team roles. The sub-tasks should be manageable i.e., it should be small enough that the assignee can finish it in that sprint (a week).

Our deadlines are mostly static. For each week's assignments, we have a meeting on Thursday where we finalise the deliverables.
For action items we specify deadlines during meetings.

We ensure that during a sprint, we should try and finish implementing new features a set number of days before Tuesday (the day is to be determined). Thus we have time to do code reviews. In case we do not finish implementing a feature, we can move it on to the next sprint and spend more time so that we stay on track. Additionally, the assignee should share why he/she couldn't finish the task on time. He/She should learn from it and try to avoid it in the future. If it is repeated frequently, then the team must approach the TA.

Behaviour:

How do you treat each other in the group? How do you handle disagreements within your group? Could your guide or student assistant be involved in reaching consent? What do you do if someone is late during a group meeting?

Goal:

- Discuss any disagreements at the nearest meeting

Taking into account the recent developments in Ukraine, we recognise the importance of stating as a policy that we do not tolerate any form of discrimination inside and outside of our group, towards representatives of any race, religious, national, sexual or other minority. We agree that any violation of any member's human rights must not happen at any point of time.

Currently it seems as if we share the same values despite being part of different cultures, but if a conflict based on cultural differences arises, we treat it with high priority and talk about it at the next meeting.

We should create a friendly working environment by being understanding and helpful. Even if we are from different countries and cultures, we will respect our values and we'll be understanding about our views on different topics. We'll try to learn about others' culture in the process.

If someone is late during a meeting, we can wait for at most 5 mins. In case that member doesn't make it, we can give him the summary of the meeting (the minutes will be helpful here).

We'll divide the work in such a way that it matches their strengths. This will ensure that the assignee is engaged and completes the task on time.
Everybody should make at least one merge request every week, completing an issue.

We can handle disagreements by letting everyone voice their opinions. We put the issue on the agenda of the next meeting. If someone disagrees, they can give a reason. If the rest of the team agrees that the reason is valid, then they should understand why others disagreed with their opinion. In case the negotiation is not successful, we can always approach the TA.

Communication:
In what ways do you communicate with each other as a group and among yourselves? (in the studio/MS Teams/Miro/Discourse)

Goal:
- Check Discord, Mattermost and Whatsapp every day

We mainly use discord for communication purposes. In case of an important announcement, we use Whatsapp. Any discussions about code should be on GitLab as much as possible so that the lecturers/TA's can see our work as stated in the rubric. We use Mattermost to communicate with the TA.

Commitment:

How do you determine the quality of each group's work, so that each group delivers the same quality? How do you measure the commitment of the chairs and minute takers?

Goal:
- Make the lack of important features break the build
- At least one unit test for every feature
- The chair makes sure that every agenda points are covered and that we stick to the allocated time
- The secretary uploads the minutes and the assignments
- Reviewing the work of the chairman and secretary after every meeting through tips and tops.

We will use the recommendations we were given: using checkstyle, making sure that the builds are working (including the test for whether the different components work together, such as client and server are able to communicate), and the features that we deem important can break the builds. This is boolean.

Before creating a merge request for a feature, members should also make unit tests to ensure that they have correctly implemented the feature. This means at least one unit test for every feature.

We will peer review the code to ensure the standards are met. The chairman should ensure that everybody participates in the meeting actively. Should know the team roles of the other members and give a recommendation on to whom to assign a task. We can make use of the tip-top to measure the commitment of the chairs and minute takers. If during a meeting, all agenda points are discussed, the work of the chair is deemed sufficient. Similarly, the note-taker's performance is sufficient if he uploads all required documents/assignments after the meeting. The chairman and secretary should work on the tips given and apply them

Meetings:
How often will you meet as a group? What preparation is needed for the meetings?

Goal:
- Two meetings per week, each with at least two agenda points

We should try to meet at least twice per week (including the TA meeting). We should make sure that all action points have been finished and look at the agenda and at least have two agenda points per meeting. We should also agree on a place and time beforehand.

In case someone is not able to attend the meeting (due to **unavoidable circumstances**), we'll reschedule it depending on the importance of the agenda items and we'll try to find the very next appropriate time which is convenient for everyone. However, in case of a special situation (e.g. finishing the assignment on time) we will try to meet anyway even if some members are not able to come.

Decision-making:
How do you make decisions? By majority vote or by consensus?

Goal:
- Decisions should be made after listening to everyone's opinion. Respect their opinion.

In less significant decisions, use voting, but in crucial decisions like the Code of Conduct, design or setting subgoals, we'll try to reach consensus. If we are not able to reach consensus, we'll take the matter to the TA.

Dealing with conflicts:
How do you handle conflicts within the group?

Goal:
- Try to solve conflicts within the team and make use of a mediator. Approaching the TA must be the last resort

Listen to both parties and try to come to an agreement. We consider that the chairman is responsible for settling the conflict if it happens during a meeting. However, in case of conflicts caused by cultural differences or anything that is not directly related with the task of the project we can approach the TA.

Guidance:
What do you expect from the teacher's and/or student assistant's guidance? What do you want feedback on, on the content or on the collaboration?

Goal:

- Try to avoid seeking guidance about the content from the TA as much as possible. Only ask about the process.

The help of the TAs consists of helping us with being on track. For questions regarding the internal project we can consult with each other and in case of disagreement we can approach the TA. We also expect the TA to give feedback on whether we understood the lecturer-recommended techniques for collaboration and development and applied them efficiently.

Consequences:

What are the consequences if a participant in the group does not keep the agreements?

Goal:

- Discuss any disagreement on the closest meeting

We can give a few warnings initially. But if it is repeated multiple times, we should inform the TA so that the necessary action is taken. It's totally in the hands of the person on whether or not he wants to improve, but we also make it an agenda point on the next meeting, because it is possible that we set unrealistic or unnecessary goals and we might be able to count the inactivity of the member as feedback. We ask him in what way he would be willing to contribute to teamwork and if we approve this in the meeting as sufficient contribution, then that will be the task of the team member going forward. This makes sure that the team member participates and has the opportunity to improve.

Succesfactors:

What makes your team a dream team?

In our opinion, a dream team is one in which the members:
- actively participate
- are responsive (respond within a day at max)
- share a common goal (they are well aware of what the objective is)
- respect each other
- make full use of their strengths
- work on their weaknesses and learn in the process