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.

Code Style:

Curly brackets:

if () {

…

} else {

…

}

if () return null; //if it fits in a single line

—---

Indentation:

1 tab where needed

Spaces before and after operators (+, -, *, =, /)

Space after keywords (e.g. for, while, switch) ()

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Short but Descriptive variables (Camelcase)

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For everything always write this.attribute

—---

Javadocs is required (not for the simple methods (e.g constructors, getters, etc.)), comments are optional

—---

3 tests per method

Assignment description:

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

- From this course we want to establish a good teamwork environment and to deliver a working and user-friendly product.

Target or ambition level:

What grade are you working for?

- We would expect our work to be graded as an 8.1

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?

- For submitting our pieces of code we will be mainly using GITLAB, for some additional files including TeamWork assignments and communication we will be using WhatsApp and Discord.
- The standards we want to meet include a clear title, specific description (for Git commits) and comments above each significant part of the code (e.g. Javadoc).

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 submits it to Brightspace *on behalf of the project group?*

- For organization we will use Trello, where we will post the assignments for everyone and the deadlines.
- For the merge requests we decided to make everyone be able to approve them, but the request will be considered valid only if there are at least 2 out of 5 approvals (If there are not 3 approvals in 10h). Else (if there are 3 approvals in less than 24 hours), a merge can be submitted instantly.
- The chairman submits to Brightspace.

Behavior:

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?

- To handle disagreements we vote, but only after we express our arguments and opinions and also receive objective feedback from the TA.
- If someone is less than 15 min late to a meeting we will accept that. If they are missing for longer, they will look directly on the meeting agenda after it is finished.
- Someone can miss a meeting completely only if he/she has a good reason (health issue, family issue) and it is announced at least one day in advance.

Communication:

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

- WhatsApp for general chatting
- Discord for online meetings
- Mattermost for the official events and communicating with the TA
- In person meetings

Commitment:

How do you determine the quality of each group's work, so that each group delivers the same quality?

- Tasks for each team member are provided by the chairman which should have a bigger view of the project and the quality is measured based on the amount of the assignments that have been finished.
- If the task assigned by the chairman is not viable for the team member, they (the member the task was assigned to) must have a valid reason for it and a solution.
- If the disagreement continues, the task will be divided into smaller branches (if possible) and either divided equally between members or switched for another task with another team member.

How do you measure the commitment of the chairs and minute takers?

- For the chairman, an agenda should be prepared before each meeting. During the meetings, the chairman should be checking how the other team members are doing and providing feedback.
- The note taker will be evaluated on how clear and how detailed his notes during the meetings are.

Meetings:

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

- We would aim to have 2 physical meetings per week and (including the one with the TA), if needed, one additional online meeting. Team members should be familiar with the material to be discussed in those meetings and have their code (if there is any) ready beforehand.

Decision-making:

How do you make decisions? By majority vote or by consensus?

- To make a decision we do a majority vote, but only after we express our arguments and opinions and also receive objective feedback from the TA.

Dealing with conflicts:

How do you handle conflicts within the group?

- Talk it out.
- If the disagreement over a task continues, the task will be divided into smaller branches (if possible) and either divided equally between members or switched for another task with another team member.

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?

- We would like to have both feedback for content and also collaboration. Also, we will only ask for guidance only if we are stuck on some part of the project or we need a second opinion.

Consequences:

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

- For the first time the agreement is broken we will have a talk with that person. If that happens more than 1 time, we will talk with the TA about this situation.

Successfactors:

What makes your team a dream team?

✨✨✨✨Friendship✨✨✨✨

- Besides good communication and organization we should also have a good relationship outside university and organize team building events to know each other better and to be more comfortable expressing opinions and giving/receiving feedback.