

# Code of Conduct (ENG)

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## Team name:

Team Edward

## Shared team values:

Values are your fundamental beliefs or ideals. It is the core of what you strive for and from which your behaviours are shaped. Discuss and write down your team values (min. 3):

1. Collaboration
2. Communication
3. Responsibility
4. Initiative
5. Professionalism

## Assignment description:

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

We need to build a java application, using a complete technology stack that helps the user set up a helpful to-do list. We have to confer regularly and have productive and organised meetings, where we discuss problems and possible solutions. Besides the final product the main objective of this course is learning to work as a team.

## Target or ambition level:

What grade are you working for?

Good ( $\geq 7.0$ ) or above.

## 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?

We will be using the following platforms:

- GitLab for sharing code and setting milestones and issues.
- Mattermost for formal messages and announcements and doing team calls
- Brightspace for the deliverables.

At the end, we have to deliver code for both backend and frontend and a report for the heuristic-usability-evaluation which should be readable and user-friendly.

The work must follow and fulfil the grading rubric and minimum requirements of the project. It has to be efficient and user-friendly.

## Planning:

How do you ensure that each team member 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*?

During meetings, the tasks will be divided between group members. In the following meeting, there will be time allocated for discussing progress of each task, given on the previous meeting. In the time between meetings, if somebody has a problem with their task, they have to communicate that to the other members by sending a message in the whatsapp or Mattermost group. As for the final deliverable, after everyone is happy with every part we will send it together and last week's chair can submit it.

### **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?

Each team member will be treated with respect and his opinion will be heard. For any disagreement the team will make a vote, with the majority having the final decision. The student assistant will only be asked to intervene in case of the team not being able to reach a decisive outcome.

If someone is late without notifying in advance, then we will wait a little bit (5 minutes max) and then begin the meeting.

### **Communication:**

In what ways do you communicate with each other as a group and among yourselves? Zoom, MS Teams? What information do you share via WhatsApp, e-mail, telephone?

Via whatsapp, we will have our less formal communication where we discuss ideas and problems that arise on the spot, while in mattermost would be more content-related and more formal communication on process and technical issues with the TA.

### **Commitment:**

How do you determine the quality of the work your group and each individual team member does? How do you measure the commitment of the chairs and minute takers?

We will determine the quality of our work based on the course grading rubric. We can measure the commitment by evaluating how smoothly the meetings progress and the quality of the notes taken.

### **Division of tasks and roles:**

A decision must be made as to who will be the chairperson and minute taker of your group. How do you determine this? Do the roles change over the course?

We will have the chair and minute taker be randomly chosen if nobody volunteers and rotate the roles every week.

### **Meetings:**

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

We will meet for a maximum of 2 hours for the mandatory sessions and have other meetings if needed when everyone agrees on a certain time on a day. For meetings outside of the mandatory one, the person suggesting the meeting has to prepare in advance what they want to be discussed during the meeting. The responsibility of the other members is to determine how and if the topic of the meeting is related to their own tasks and the overall look of the product.

### **Decision-making:**

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

The different sides present their opinion and we choose by majority vote.

#### Dealing with conflicts:

How do you handle conflicts within the group?

We will always try to de-escalate the situation and mediate between the conflicting sides, by taking a few minutes to objectively evaluate the pros and cons of the two sides.

#### 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?

Anything that we are not sure about. If they cannot answer our question due to their limitations as a TA, that is fine as well.

#### Consequences:

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

If a participant does not keep the agreements, we will fall back on one of our many values - communication. We have to sit down with that person and find out the origin of the problem and the exact situation. If the transgressions become too extreme or recurring, we will have to resort to alerting the TA and consulting the teamwork rubric and peer-evaluations.

#### Success factors:

What makes your team a dream team?

We have good listening skills and respect for each other's ideas and opinions. We know when we have to focus on our work and when we can relax a bit and have some fun. We are able to break out of difficult situations by using our communication and humour as a basis.

#### Norms or evaluation criteria

You will evaluate your own and each other's work in this project.

Discuss and write down your team criteria. You need at least five different criteria (e.g. 'keeps deadlines').

1. Follow deadlines
2. Quality code, good readability, follows general coding conventions
3. Overall contribution
4. Consistent communication
5. Take Initiative
6. Willingness to ask for help