

Code of Conduct (ENG)

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. Think about what the best way would be to fill out the Code of Conduct with your group.

Team name: 62 (69-7) sixnine_seven

Shared team values:

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

1. Respect: it is essential to respect each other in order to fully function as a team. Respect makes everybody feel safe within the workplace, builds feelings of trust and understanding. Not only will we appreciate and value each other's qualities, but we will also be understanding and supportive.
2. Trust: we will always be in a safe place and not be afraid to express ourselves or seek help when we need it. By knowing that we can always count on each other, we can organise better, have the meetings on point and keep up with the deadlines.
3. Communication: good communication will allow us to work smoothly, with maximum efficiency and productivity. We will discuss everything, exchange ideas between us and cooperate in order to achieve the best results.
4. Responsibility: everyone in our team needs to complete their tasks properly and on time. The efficiency depends on being punctual, attending all the meetings and taking our responsibilities seriously.
5. Open-mindedness: as a team, we need to be open to new ideas, be creative and always listen to each other's opinions. This way we will be constantly improving and growing day by day, as we have a lot to learn from each other.

Assignment description:

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

In this course, we are expected to jointly implement a programming project, assess each other's work, hold meetings to inform each other of our progress and pitch the results of the project. Our goal is not only to deliver an app that represents our vision and ideas, but also to document our journey and take the course staff along our creative process. Through this process, we will also enhance and build upon our teamwork and time management skills.

Target or ambition level:

What grade are you working for?

We are all dedicated people who are constantly trying to push themselves to achieve their goals. As we are willing to put all of our effort into this project, we are aiming for a grade above 9. We are not just looking to receive a certain grade, but to learn and give our best on this project while also enjoying our time.

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?

Our project should reflect our determination to succeed, and as such, we are setting some goals for the work we are submitting:

For the final app, we wish for it to come as a result of everyone's combined efforts, and reflect what we have learned from each other. We also want it to have a responsive interface and be simple and satisfying to interact with, while also keeping the code as clean and efficient as possible.

All documents pertaining to journaling our progress will be formal, concise, and satisfy the structure of the assignment.

For sharing files, we will use the following structure:

- For the technical documents, we use a Google Drive folder in which we store everything, from drafts to projects to upload;
- For code-related documents, we will use GitLab, as recommended;
- For anything else, we may choose to send them via our WhatsApp/Discord group.

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?

The planning process in our group is going to be divided and updated on a weekly basis. In order to make our whole process and communication easier we would work in two smaller groups, who would change every week, allowing each team member to work on every aspect of the project. (mainly front-end and back-end after week 3) Each group will have a leader who is to be rotated every week, and will be in constant communication with the other leader. They will also be responsible for scheduling any emergency meetings and submitting completed work. They will also have the final say for when something can be considered completed, but only after a thorough conversation with the whole team.

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?

In an ideal world everyone is open minded and treats others with respect. That would be our aim as well. Everyone in the team should treat the others in accordance with our values: with respect, understanding, open mind and without hostility. Disagreements are bound to occur, but they should be dealt with, in a

respectful manner, benefitting the whole team, before it can escalate to a conflict. In case someone is late, or simply refuses to show to meetings, we have taken the following repercussions: on the first such offense we talk to them and try to get an explanation, but if it continues for several times without a satisfactory reason, we would be forced to discuss the issue with a TA and based on her opinion, take action accordingly.

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?

Our aim is to rely mostly on in-person communication, as we feel it is the most effective at conveying information amongst ourselves. Of course, since every teammate has their own schedule, we will also make use of other apps: WhatsApp is to be used for project-related messages within the group and meeting planning, while Mattermost will be used to communicate with the TA. Any online meetings will be held over Discord.

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?

As a team, we believe that we can best determine the quality of the work by giving constant feedback. Each week we give each other feedback about the work done that week and about how the collaboration was between the teammates. After each meeting, chairs and minute-takers get feedback based on: detailed notes of the minute taker; comprehensive and extensive agenda and involvement of everyone in the meeting for the chairperson.

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?

Since our goal is for everyone not only to gather knowledge in respect to CS, but also improve their leadership skills, we will be using a rotation system for the mandatory meetings: Each week, a different person will take the role of the chair and the minute taker, this being decided in advance with everyone's approval. With this, everyone will get their own chance to be the chair and/or minute taker, and learn what it takes to properly plan a meeting.

Meetings:

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

We will hold 2 fixed meetings per week, one being the one with the TA on Tuesday and another on Thursday, as well as additional smaller meetings depending on the workload. Before the meeting on Tuesday, we will first gather our questions for the TA in order to organise a straight to the point discussion.

Decision-making:

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

First of all, we will all split the tasks together and everyone will do their part the best they can. If a person wants to change something about another member's work they must first talk to that member. In case of a disagreement or if a big decision or change is considered we will follow the following procedure. Since we will work in 2 groups (frontend/backend) which will constantly change we will first take decisions in these smaller groups. If the change is not big or if they arrive at a consensus the changes will be implemented, if not the team will decide. At group level, if everyone has the same opinion, the decision will be made, otherwise, we will all vote and in the worst-case scenario outside perspectives will be solicited.

Dealing with conflicts:

How do you handle conflicts within the group?

Conflicts should be solved privately and politely. Every member of the team should be sympathetic and try to see the other person's point of view. In case that does not work, then the group is involved and we try to find a way in which all parties agree. Everyone should share their opinion and the people involved in the conflict should be rational and not take things personally because, in the end, everyone wants what's best for the team. If that does not work either then the TA is involved, although we will try to avoid this scenario.

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 expect the TA to inform us if our work is not of high enough quality, but we do not expect the teacher or the student assistant to tell us how to approach tasks. Nevertheless, any additional advice would be greatly appreciated, especially when it comes to collaboration.

Consequences:

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

Being a team, it means we firstly deal with it internally by holding that participant accountable for their actions and reaching out to them in order to keep the workflow efficient. If the situation gets worse and the team thinks there is nothing we could do, we then bring the situation to the TA to ask for guidance in the matter.

One fun rule we set for the team is that if someone is late for a meeting (unannounced), they have to bring snacks for the next meeting.

Success factors:

What makes your team a dream team?

The main driving force for us, and the one that makes us be the best version of ourselves, is the fact that we understand each other's values and we strive to reach our full potential. We all know there is no I in team, and we do our best to respect each other's ideas and choices, in order to work together effectively and

efficiently. Acceptance, mutual respect and friendliness are the basis on which we will build this project, and with which we will exceed our own expectations.

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').

We came up with the system of giving feedback to each other at the end of each week based on the following criteria, having plenty of opportunities to improve on ourselves

1. Deadlines - do they keep the team on track and not hold it back by finishing the tasks in time?
2. Quality of work - was there enough effort put into the completion of tasks according to what was decided?
3. Involvement - does the member bring to the table equal responsibility in proportion to the others?
4. Attitude - is the member's behaviour in line with the team's values?
5. Collaboration - does the member take into account everybody's opinion and keep good communication with the team when it comes to development, updates and questions?