

Code of conduct – Group 15

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1 SHARED TEAM VALUES

Above all, we believe our team should operate around three core values: respect, integrity, and commitment to the project.

- When discussing respect, we mean mainly respect for each other as individuals with unique skillsets and challenges. We promise to be open-minded in discussions and allow for differing perspectives within our team, as we believe that this will lead to both a better working environment, and a better final product. To facilitate progress and solve conflicts faster, we will each collaborate in good faith and therefore assume the same of our peers, working to correct misunderstandings rather than assuming malice.
- Integrity is closely linked to respect, insofar as it is the main motivating factor behind it. Out of respect for ourselves, each other, and the university, we vow to uphold to the highest standard possible the academic integrity regulations set by TUDelft. This addresses most importantly we should not attempt to pass off other's work as our own, including that created by generative AI such as ChatGPT (to this last point specifically, we do allow the use of AI as one would use the internet for troubleshooting issues, but not for writing code).
- Commitment will be discussed further in its own section within this code of conduct, but at a glance it represents our commitment to create a functioning tikkie-like app which fulfils at least the basic requirements of the backlog, and if all goes well all extensions as well. Simultaneously, we are committed to making the most out of this experience as possible, rather than simply treating it as a necessity of our course. We will strive to learn new skills, both technical and teamwork related, throughout the project, and will work in accordance with this goal.

2 ASSIGNMENT DESCRIPTION

In this course, our team's primary objective is to gain comprehensive experience in collaborative software engineering, emphasizing the practical application of tools and technologies commonly used in the field. We will be focusing on Java, Spring Boot, JavaFX, SceneBuilder, client-server communication via HTTP and JSON using REST and WebSockets, as well as utilizing tools such as Postman, IntelliJ, Git, and GitLab.

Our core task is to develop a fully functional and expandable server-client application ("Splitty"), intended to serve as a logging platform for events, managing participants, expenses, and calculating the debts among participants. The application must be meticulously crafted to adhere to the principles of clean code, scalability, and testability.

As a team, our responsibilities encompass various aspects of the software development lifecycle, including but not limited to:

- Requirements Understanding: Collaboratively grasp and define the requirements of the Splitty application, ensuring a shared understanding among team members.
- Design and Architecture: Participate in the architectural discussions and collectively design the structure of the server-client application, ensuring modularity and scalability.
- Implementation: Actively contribute to the coding process, adhering to best practices in software development. Implement features, functionalities, and ensure code quality through continuous integration and testing.
- Testing: Collaborate on the creation and execution of comprehensive test suites to validate the correctness and reliability of the application.
- Version Control: Utilize Git and GitLab for version control, ensuring proper branching, merging, and documentation of code changes.
- Communication: Establish effective communication channels within the team, utilizing tools such as Zoom, MS Teams, WhatsApp, email, and telephone as needed. Regularly update team members on progress and challenges.
- Meeting Deadlines: Develop and adhere to a well-defined project plan, ensuring that each team member completes their tasks on time. Designate responsibilities for the final deliverables and submission to Brightspace.

3 EXPECTATION MANAGEMENT AND AMBITION

As a team, we have set goals to manage our expectations. Since the assessment accounts for all important categories of this project, from teamwork to technological features, we describe all goals using grades. These goals are intended to prevent disappointment and also to discourage members of the group from exerting pressure on each other. Both aspects are crucial to creating a levelled collaborative environment. As a team, we have established three goals, each with a different interpretation and serving its own purpose.

The must-reach goal is to attain a passing grade. As a team, we've set the minimum at a passing grade. This should be used in the context of prioritization, encouraging everyone to meet important deadlines and focus on the tasks required to pass.

The ambitious goal is to strive for a 9. The team agrees that aiming for a high grade contributes to the motivating factor of the project. However, this grade is not a prediction or expectation; rather, it is a symbolic goal that encourages maximum effort in all categories.

The most important and realistic goal is that we aim for a grade between 7 and 8. This goal is meant to create a middle ground among team members. Everyone has a different interpretation of what realistic striving entails. If this ever causes conflicts or if people start to feel overwhelmed or underwhelmed by the team's efforts, this goal should be used to level everyone.

4 PLANNING

Our team places a strong emphasis on meticulous planning to ensure the timely completion of tasks and the successful achievement of project milestones. The planning process involves collaborative decision-making, and every team member actively participates in shaping the schedule. To guarantee a comprehensive understanding and agreement on the plan, we conduct detailed discussions during team meetings.

The planning is concrete and provides a clear overview of the upcoming week/period. During team meetings, we delve into the specifics, breaking down tasks and setting achievable goals. This ensures that everyone is on the same page regarding their individual responsibilities and project expectations.

We recognize the dynamic nature of software development, and as a proactive measure, we are open to scheduling additional meetings during the week if the need arises. This flexibility allows us to address unforeseen challenges, provide clarifications, and make adjustments to the plan as necessary.

GitLab milestones serve as crucial deadlines within our planning framework. By aligning our project timelines with GitLab milestones, we create a structured approach to achieving our goals. This practice not only helps in tracking progress but also ensures that internal deadlines are synchronized with the broader project timeline.

Communication is key to successful planning. We utilize various communication channels, including team meetings, text messages, and any other necessary means. This multi-channel approach enables us to stay connected, discuss any issues promptly, and maintain a continuous flow of information.

To streamline the final deliverable submission process, we have clarified roles within the team. The responsibilities for the submission process are explicitly outlined, including who will have the final say in the deliverable and who will be responsible for submitting it to Brightspace on behalf of the project team. This ensures a smooth and organized conclusion to each phase of the project.

5 BEHAVIOUR

As a team we agree that everyone should respect each other along with their own values and opinions. We are each other's equals and will treat each other accordingly. In case a team member has trouble understanding a certain topic other team members should show patience and try to help the team member in trouble.

It is expected that all team members are present on time of meetings scheduled. In case a team member is late, the team member should notify the others on time with a reason that the others should accept as a valid reason. If a team member does not show the preferred behaviour, other teammates will address this to the

team member and this team member should change their behaviour to the expected behaviour in the team we agreed on, if this does not change the behaviour we will address the issue to the TA. And in the case that even this does not change the behaviour we will go to the academic counsellor to schedule a meeting to talk about the issue as a team.

6 COMMUNICATION

Within the group we have already established various channels of communication to suit the different discussions that may arise. For planning work related to the application, we use gitlab's issue feature, as this allows us to easily set deadlines and assign responsibility. We also use the comment feature integrated into gitlab's merge requests to discuss and document changes that we want to be made before a merge, or to show approval of a change.

We are already using WhatsApp to communicate between each other for small issues and questions, and plan to meet on discord every sunday to discuss merges, as its screen sharing features allow us to do this without needing to meet in person for such a short procedure. We are also making use of the mattermost channel to communicate with our TA outside of the weekly meetings, although we are aware that this does not guarantee a response. Finally, we will try our best to respond to our teammates within a day, but also understand that this is not always possible.

7 COMMITMENT

This section describes how quality of work is determined from each team member individually and the team as whole. In addition, the quality of work from the chairman and minute-taker is also discussed.

Chairman The chairman is responsible for the agenda which is applied in the weekly TA meetings. The chairman should lead the meeting so all the points on the agenda are discussed in the time it is indicated and avoid going too deep in conversations.

Chairman should plan the agenda based on the things that occurred last week which need to be discussed in the meeting. Try to avoid unnecessary things.

Chairman should try to publish the agenda before the TA meeting, at least a day before, so the team knows what will be discussed during the meeting.

The feedback which is given by the other team members and the TA should be taken in account by the next chairman, so the next meeting takes place according to the feedback. The feedback serves as a quality check; thus it is very important to check it and follow it in the next meeting. The execution of the chairman-role is considered good quality when every team member is satisfied with what is discussed during the meeting.

Minute-taker The minute-taker is responsible for taking notes during the meeting. The notes should be clear and give a kind of summary of what is discussed during the meeting. The most important things are noted. The notes should be in such a way that if someone missed a meeting, the person could catch up with what is discussed in the meeting.

Important for the MT is the contribution to the meeting. The MT should not just take notes, but also participate in the discussions since they are also a team member.

Team members individually Commitment of team members is measured by looking at the number of commits done in GitLab. Normally everyone should have at least 3 commits in the week, higher is better, lower could raise concerns. In case of < 3 commits, discuss this with the member and how this can be fixed.

Along with the commits, the number of lines is also a quality factor. The minimum is 100 (+) lines per week since this is also the minimum of the course.

In general, contribution to the team in terms of ideas and thoughts and help also determines the quality of work. The team members need to be involved such that there should be conflicts minimally.

8 DECISION-MAKING

We as a team agree to make decisions through discussion with the whole group if the decision is major. If it is minor then only the required subgroup can make said choice. A major decision is one that affects or changes the team or the entire project.

During discussions we agree to have the best interest of the project and team at heart. We also agree to take into account TA feedback and suggestions.

When it comes to discussing decisions we will first try to come to a consensus. This will be done either through a meeting or other communication methods such as text on mattermost or WhatsApp if that suffices. If a consensus cannot be reached then we will make a decision based on majority vote.

As a group, we agree to accept this decision unless there is an important reason for the disagreement. Therefore, if someone still doesn't agree, it is assumed they have a valid reason to do so. The person will be allowed to explain their reasoning before the decision is finalised. After this, the group can decide to come to a compromise or not change the decision that was voted on. We agree that at this point the decision is finalised.

Throughout the entire process, we agree to adhere to the shared values, specifically treating each other with respect and trying to understand each other's perspective.

9 DEALING WITH CONFLICTS

As a group, we will try to avoid conflicts as long as they are not necessary. However, conflicts do occur with and should be dealt within a manner that allows the group to remain working positively and effectively.

We agree to handle conflicts by adhering to our shared team values and behaviour sections of this code of conduct no matter how much the conflict may escalate.

Depending on the conflict, it may be handled in different ways.

Personal If the conflict is a personal conflict, we first of all agree to do our best to not let it affect the team and project. However, the conflict still needs to be resolved to allow for a positive group dynamic. The people involved in this conflict should first try to resolve it themselves through open communication and respect while keeping an open-mind. If this does not work, team-mates could get involved and try to help but ultimately it is up to the people having the conflict to resolve this issue.

Team If the conflict is a team conflict (such as disagreement with task sharing, the organisation of the team, etc.) we will first have an open-discussion to try and understand the root of the conflict and try to solve it this way. Through this, the conflict can be resolved with a compromise, a change of perspective, an actual change in the way things work, etc.

However, if this does not work and the conflict escalates to an extent the team cannot handle, the TA could be involved for advice on how to handle the conflict. If this still does not work other members of staff could be involved to see how to move forwards.

10 CONSEQUENCES

This section describes the consequences of certain actions and not following the rules of this code of conduct.

Being late to a meeting Everybody could be late to a meeting. Thus, being late is not a big issue. If someone is late, he/she should bring cookies to the next meeting as punishment (not the hardest).

By being late, a valid reason should be given by the member. The other team members will decide if this is valid or not.

If a member is late multiple times in a short period of time, a deeper questioning/discussion will follow to know the reason for this behaviour.

Missing a meeting In case a member misses a meeting, a valid reason should be given for why this happened.

Not following the rules Every member should try to act according to the rules described in this conduct, since we all agreed upon this conduct. Of course, this is not always possible due to multiple reasons.

What action will be taken by breaking a rule depends on what kind of rule it is. Breaking a rule related to behavior or conflicts is more concerning than breaking other kinds of rules, because behavior decides the mood, satisfaction, and performance of team members. Thus, the consequence will also be bigger.

- First, the member will be addressed by the team itself and both parties should try to lead to a solution that avoids this situation in the future.

- If this happens again, the TA will be informed about this, and the team will again address the member breaking the rule about the behavior.

Breaking other kinds of rules should be solved without interference of the TA, since they are not a big deal.

Missing task deadlines It can happen that a task cannot be completed before a deadline. For this, the member(s) assigned to this task need to complete this after the deadline as soon as possible. New tasks could/will still be given despite the extra work the member(s) has/have. After all, it is their responsibility. In addition, a valid reason should be given as to why he could not complete the task before the deadline.

11 OUTSIDE COLLABORATION

Besides the mandatory meetings with the TA every Tuesday, we have decided as a group to meet in person every Wednesday after the OOPP lecture to work on the project as a group. These meetings do not have a fixed length but we will have a rough schedule of what we will try to accomplish each meeting and try to complete these things before going home.

In addition to these in-person meetings, we also have scheduled a small online meeting every Sunday with a duration of about 30 minutes to an hour to have a big merge where we will merge everything into the main branch which we can then use to continue working the next week. These online meetings will be held on Discord because we think that this platform is the best for online collaboration and screen sharing. Besides these meetings, if there are any small questions we use WhatsApp to discuss these topics.