# Code of Conduct

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**Abstract**

The purpose of this code of conduct is to establish a baseline for a safe and respectful work environment for the students participating in this project, ensuring inclusively as well as proper and considerate communication among eachother, and any other party involved. It describes the general guidelines as well as the consequences and reporting procedures.

## 1   Team Values

In this section we have listed the different team beliefs and ideals we value as a team, which include

1. Open communication

2. Honesty

3. Willingness to learn

4. Organization

5. Autonomy

6. Individuality

### Open Communication

As a team, we find it extremely valuable to be open with each other and express our minds freely, in a way that does not negatively impact or hinder anyone else. This open communication promotes personal freedom of expression, as well as an easier, more straight forward way to resolve disagreements before turn into conflicts, as well as a more free space for brainstorming and learning, as ideas and questions should be able to be bounced off of each member, encouraging critical thinking and not shutting it down.

### Honesty

We find honesty an extremely important, yet seldom discussed value. We find it important to be honest, and promote honesty in situations where it, initially, may not give the best impression off to others. We appreciate and promote honesty in order for us to be aware and remain in touch with each others feelings, so as to promote a more transparent way of communication.

### Willingness to learn

Learning is paramount to the successful completion of this project. We are aware of the fact that learning does not follow a straight forward path; we will fail at certain tasks, and we will fail to understand other tasks, however, in doing so, we are learning. We aim for our team members to share this attitude which will to motivate and inspire each other to learn. This type of environment would, in turn, encourage group members to go through the process of learning, even if it is not the easiest task.

### Organization

We are determined to keep an organized work environment, through a clear scheduling and file organization, as well as through maintaining a fair task division. This way, members have a clear path towards higher productivity and teamwork.

### Autonomy

We believe that each member should be responsible and allowed to flourish in their own ways. As such, we discourage and detest micromanagement, and aim to trust each member and their abilities to deliver.

### Individuality

As a very culturally diverse team, with members from five different countries, all of whom have five different mother tongues, we aim to promote our individual selves and cultures, through an attitude of inquisitive and respectful interaction between members. Having such an atmosphere promotes pride in one's culture and allows them to share their own perspectives and as they would like to.

## 2 Assignment Description

In this assignment we have to design and implement a full-stack web application that can translate AWS blog posts in a low resource language. We have selected Turkish for our assignment. This full-stack web application is to be hosted and developed using various AWS services. Moreover, it should be scalable, enterprise ready, and feature a visual user-interface. Finally, it should be made following AWS-best practices and have a CI/CD pipeline.

## 3 Target or Ambition Level

We will work to obtain the best result possible and aim for the highest possible grade. The best possible result, being a fully functioning application that meets as many requirements as possible, while being robust, as well as remaining scalable and well documented. Furthermore, we aim to document our planning, procedure, and product in the best way possible. This will enable our project to have a longer lasting impact, beyond its current scope as a SW internship, enabling future projects and initiatives. Furthermore, we aim to write reports detailing our findings and experiences to the best of our ability, within reason.

## 4 Products

In addition to the source code of our application we will be delivering a final report which will be submitted through Brightspace. At the end of the 10 week period we will also have as an oral presentation about our project. Included in the oral presentation, ideally, is a live demo of the product, which should be able to translate blog posts to Turkish with a high degree of accuracy.

# 5    Planning

We will be making sure that team members finish their tasks on time by having regular meetings about our progress. The final deliverable will be submitted by consensus by a teammate that will be decided by that point.

# 6    Behaviour

## Promoted Behaviours

In accordance with our values, we expect members to communicate with each other and external parties inquisitively, respectfully, and honestly.

## Prohibited behaviours

- Discrimination: any behaviour displaying racial, religious, social or any other type of discrimination is strictly prohibited.

- Harassment: any behaviour displaying offensive or hostile characteristics towards peers is not permitted in any situation. This includes but is not limited to physical or sexual harassment and bullying.

When disagreements arise, our priority will be to solve them internally first and in the case this doesn't work out, we could seek help from our supervisor or TA. We aim to solve conflicts privately with the utmost respect for our differences, reaching a conclusion where both parties' rights and wishes are respected.

When an idea previously agree upon is violated, such as missing a meeting, we expect members to be accountable, determining sanctions on a case-by-case basis.

# 7    Communication

Within the group we will be communicating mainly through WhatsApp. Additionally, Mattermost and Webmail will be used to communicate with our TA, our supervisor and the AWS team.

# 8    Commitment

The quality of the work of each team member will be evaluated by the rest of the team in order to achieve the highest standard of work.

# 9    Division of Tasks and Roles

The roles of chairperson and minute taker will be assigned before every meeting. In order for everyone to have a fair chance at experiencing these responsibilities, we intend for these to rotate.

## 9.1    Calendar

The team has a Google Calendar which everyone is expected to contribute and follow.

# 10    Meetings

Whether it is in person or using an online alternative, we plan on meeting multiple times per week as a team to discuss our progress and plan the next steps of the project.

**Daily Stand Up**

Following our mantra of promoted autonomy, we will have a daily stand up every week day at 9AM, (except Monday due to having the on-campus lecture). In this daily stand-up, members take turns announcing what they have done the previous day, what they will do today, and whether or not they think they will finish by the end of the day. This is also the chance for members to ask the entire team questions, whether personal or technical.

## 11    Decision-making

We will primarily aim to make decisions by consensus but in the case where that is not possible, majority vote will most likely be the way to go, giving each member a platform to defend their case, such as a debate, structured or unstructured, while always maintaining our values.

## 12    Dealing with conflicts

Conflicts within the group will be handled internally as much as possible and seeking external help only if it is absolutely necessary, keeping in mind our values. Internally, members may ask other members to reach out if they are not comfortable doing so themselves.

## 13    Guidance

From the TA, we expect to receive feedback both on the content of our project (code efficiency, report correctness etc.) as well as on the collaboration (code contribution, conflicts that need external help etc.). Furthermore, we expect the TA to help make our plannings as efficient as can be, avoiding common pitfalls. Finally, we aim to present the TA with (semi) completed work and questions, in order to receive valuable feedback.

## 14    Consequences

In the case where the previously mentioned agreements aren't respected by a member of the team, this will first be discussed within the team in hopes of correcting the issue that caused this. Moreover, we decided that in the case where a team member is more than 5 minutes late to a meeting, he or she will have to buy a round of beer for the whole team. In the case where the unwanted behaviour persists, the problem will be reported to the TA and/or project supervisor in which case action will be taken to ensure the violation doesn't happen again.

## 15    Success Factors

Our team is comprised of five entirely different individuals from five entirely different backgrounds, and we aim to give these different experiences a platform to thrive and be valued. We see our cultural differences not as a hindrance, but as an opportunity to learn from each other as well as to incorporate a wide variety of perspectives in our project. Lastly, our common passion for cutting-edge technology and our high motivation and dedication for this project will enable us to stay connected and make a dream team out of us.

## 16    Norms and Evaluation Criteria

We aim to keep a set of quantifiable and qualifiable evaluation criteria to ensure that everyone is aware of the direction they are headed.

1. Doing the tasks that are assigned

2. Finishing tasks before the deadline

3. Taking initiative

4. Efficiency (how well time is used)

5. Attendance / participation in meetings (adds valuable insight)

6. Helps other members learn (sending resources, learning tools, offering guidance)

7. Organizational skills (documentation, report writing, code cleanliness)