**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: Sheep Blaster**

**Shared team values:**

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

1. Respectful

2. Committed

3. Reflective

4. Trust

5. Communication

**Assignment description:**

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

We have to act as a team of software developers, developing helpful skills in this sense, by creating a software application.

**Target or ambition level:**

What grade are you working for?

We are aiming for a perfect grade of 10, but we are also prepared to get a lower grade.

What do you want to learn during the course?

Learn to cooperate in a group, to manage projects, become better software engineers, and begin to master other topics related to software engineering (JavaFX, Spring Boot, git, etc).

**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 need to create a client-server task list organiser application that we are content with, hosted on GitLab, that satisfies all the basic features and (hopefully) all the advanced features. We can share smaller files on Discord and larger ones on MEGA, Drive, weTransfer … We must meet a high standard of work that reflects commitment. For us to ensure a high standard of work, we can set mutual reviews of work to ensure the quality matches the groups expectations, but above all, we strive for work that is reflective of commitment and critical thinking in respect to the time put into the task.

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

Thursday meetings would be used to keep track of everyone’s progress, and would be mostly online to be flexible, since further planning and progress tracking can be done online

We will make and maintain a google docs document to show everyone's progress on their respective tasks + to keep track of deadlines.

We set clear responsibilities and boundaries surrounding work that each member is aware of in advance. Additionally we can have our deadlines collected in one global document so it is easy for team members to update/see progress on tasks. If we see someone that is struggling to meet the deadline of a task (based on the global document or through conversation), we as a team discuss it and see what we can do to help them. If we don’t see the team member open to help/willing to continue working, contacting the TA is a good next step.

The responsibility of submission lies in the hand of the chair of that week.

**Definitions:**

* Colours: used for indicating completion stages of items in the task planner
  + Green: the task is done
  + Orange/yellow: the task is not yet done, yet not abandoned either
  + Red: the task has been abandoned
* Done: a task is done iff it was decided that the result is satisfactory. A “done” task will not be further modified, and will be merged into the main project prior to the hard deadline.
* Abandoned: a task is abandoned iff it has been decided that it’ll be impossible to complete it before the hard deadline, or it was decided that the task will not benefit the project, or any of the group members upon completion, and therefore is not worked on anymore.
* Hard deadline: a hard deadline is a deadline which cannot be moved, since it is the deadline designated by the university, and thus is out of our control.
* Iff: if and only if

**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?

With respect and open-mindedness. Although we may have different views we should try to understand ideas from other people’s perspectives. When we reach a disagreement we should first identify the cause of it and discuss possible perspectives/solutions to the problem while being respectful and constructive. If the group doesn’t feel like a solution to the problem has arrived, potentially contacting the student assistant for advice is the next step.

If someone is late without a notice, we wait between 5 and 10 minutes, and then we start the meeting. Otherwise, depending on the time of the arrival and the time the notice was given, the decision belongs to the ones present.

If someone is constantly late we first must remind them of the value of the meeting and thereby the value of the team members' time, so something like this won’t happen again. If this repeatedly happens we discuss it with the team member and try to understand why he/she is late - if they aren’t able to cooperate it may be time to contact a TA.

**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?

* WhatsApp - General discussion and quick messages
* Discord - File sharing and Longer Meetings

**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 make sure everyone in the group knows what is required of them prior to them starting working on the task. This is to make sure we can merge the result from everyone easier, and makes criticising the end result easier.

We can set mutual reviews of work, but above all, we strive for work that is reflective of commitment and critical thinking in respect to the time put into the task. Individual work of a team member should be vetted by others in the group and overall group work must be something that the entire group is content with.

If, as a chairperson, all the discussed points were relevant, were talked about during the meeting and got to a conclusion, then they did a good job.

If, as a minute taker, all the discussed points were clearly summarised and the meeting was well organised, then they did a good job.

**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?

For the first few weeks we alternate the chairman and minute taker. Once this is done we can identify who fits what role and they remain this for the rest of the course.

* Week 2:
  + Chair: Oleh
  + Minute taker: Teun

**Meetings:**

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

Meetings are only useful if **everyone** has a purpose / ability to contribute at the meeting.

* One time a week additionally to the TA meetings?
* Discussed tasks must be met.
* Allocation of the chair, minute taker….

The Thursday meetings are flexible in terms of how long they run and how long every member needs to be present. Initially all members should participate in the meeting but how long they need to stay depends on each meeting.

Each week for the TA meeting the agenda of the meeting must be shared in advance. How this is exactly done is up to the chairman and minute taker of that week.

**Decision-making:**

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

Ideally a unanimous vote is strived for. So in the case where this isn’t possible the majority vote might be the good choice, but obviously if there are any hard objections with the idea, further conversation with the team members and potentially a student assistant may be useful.

**Dealing with conflicts:**

How do you handle conflicts within the group?

When we reach a disagreement we should first identify the cause of it and discuss possible perspectives/solutions to the problem while being respectful and constructive. If the group doesn’t feel like a solution to the problem has arrived, potentially contacting the student assistant for advice is the next step.

**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?

The TA should hopefully give us logistic guidance (formal deadlines, procedures when a team member is not participating, submission…) Additionally feedback on both content of the course/work (although it may be limited) and collaboration would be expected. Also feedback on individual activity (upon request with the TA).

**Consequences:**

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

We set clear responsibilities and boundaries surrounding work that each member is aware of in advance. If we have our deadlines collected in one global document and we see someone that is struggling to meet the deadline of a task, we as a team should discuss it and see what we can do to help them. If we don’t see the team member open to help/willing to continue working, contacting the TA is a good next step.

**Success factors:**

What makes your team a dream team?

* Ability to take action
* Comfortable and inviting atmosphere
* Critical thinking
* Communication
* Reflection
* Dedication

**Norms or evaluation criteria**

You will evaluate your own and each others work in this project.

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

* Stick to deadlines
* Productive discussion and dedication
* Understanding of common goals
* Give and receive constructive criticism
* Produces high quality results