

# Code of Conduct

CSE1105 Team 4

## 1 Introduction

As members of Team 4 for the Collaborative Software Engineering project, we are committed to fostering an environment that is collaborative, respectful, and productive, so that each of us is able to contribute our best work. This Code of Conduct will serve as a guide to steer our interactions, define shared values, and specify guidelines and expectations on professional and ethical behavior on this project. Through this, trust among members is secured, conflicts resolved constructively, and goals reached as a team. Every team member is responsible for making suggestions and participating in maintaining these standards. Following are guidelines that are to be met and respected throughout the course of this project.

## 2 Project Guidelines

### 2.1 Assignment description

- With this project, want to enhance our skills in software development methodologies, version control systems, and collaborative tools like Git. In general, we focus on designing and developing a software application, testing, and deploying it by following coding standards and best practices.
- Professionally, we aim to work towards enhancing teamwork, communication, and problem-solving skills while working effectively in a team environment by emulating an industrial setting of software development.
- We also seek experience with project management techniques, such as Agile or Scrum, learning milestone setting, progress tracking, and adaptation to evolving requirements
- Lastly, we want to build a polished and functional product that is representative of our technical skill and something that serves as an example of our experience working in a professional team environment.

### 2.2 Target and ambition

- The general consensus of the team is to aim for a high grade, whilst keeping up with the reality that achieving a perfect 10 is unrealistic. Precisely, we hope of a minimum grade of 8, yet aim for something higher, wishing up to a 9.

### 2.3 Planning

- The final say for each week on the deliverable is the chair for the week. If the rest of the group are together on an opposing opinion, the help of the TA can be requested.
- Work distribution is done at the start of the week on Monday, where git issues are created and assigned to individual team members. Each week while discussing and distributing issues, we also discuss and assign reviewers for merge requests for the different branches that may be created on git.
- The deadline for weekly issues is Sunday 23:59. If a team member is unable to finish by the deadline due to a lack of commitment, and if the rest of the team acknowledges this lack of effort, the TA can be involved.

## 2.4 Communication

- Primary use of Mattermost for official communication. Texts over a WhatsApp group for short and trivial messages.

## 2.5 Outside collaboration

- Our team is aiming for weekly meetings on Monday to plan for the week ahead, whilst if necessary looking back on the work done the week prior.
- These meetings are deemed mandatory unless there is a group consensus that the meeting is not necessarily needed, in which case we skip the Monday meeting.
- These Monday meetings will be planned by the chair for the week, who would also plan the meeting and agenda on Wednesday with the TA. The chair for the week is also responsible for organizing the workplace for team meetings.

## 2.6 Helping each other

- First point of contact to request any help is Mattermost. In case of high level/ complex issues or dependency issues, after talking on Mattermost, a team member may open a new issue on GitLab.
- In general, with trivial bugs or issues, a team member may not feel entitled to get help. This avoids wasting resources such as the time of other team members.

## 2.7 Work quality

- Issues for different features must be created. Each feature branch would only be merged with the main project branch after a merge request is generated with the following criteria:
  - Code that compiles
  - Code that implements the feature as discussed in the git issue
  - Code that adheres to Checkstyle
  - Tests for important functionalities are present, no testing required for trivial methods

## 2.8 Decision making

- All major decisions for the project are to be consensus based.
- If the team cannot reach an agreement due to differing opinions and no compromise seems possible, the TA should be consulted to help mediate and resolve the issue.

## 2.9 Broken agreements

- When a team member does not uphold their work or any other agreements made to the team, the entire team will discuss it among themselves during a Monday meeting. If issues cannot be resolved, the TA must be contacted.

## 2.10 Problem resolution

- Disagreements are addressed during Monday meetings, where all members are committed to contributing. If a disagreement is not resolved meaning a consensus cannot be achieved, the TA will be consulted. If the issue remains unresolved, a majority vote will be conducted, with the chair's vote serving as the tiebreaker in case of a draw.
- A member is counted as late for a meeting, when they arrive more than 15 minutes later to the start of the meeting.
- If a member is late more than twice for a Monday meeting, or a Wednesday meeting with the TA, the issue is brought forward to the TA.