

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: 48 Delft Dolphins

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 & communication
2. Fair criticism
3. Trust
4. Commitment
5. Hard-work

Assignment description:

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

For this assignment, we will have to effectively combine our skill sets and work as a team in order to deliver a task scheduling application.

Target or ambition level:

By consensus, our goal grade is 9; however, we consider everything above an 8 to be good.

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?

At the end, we have to deliver an application that allows users to schedule their tasks. In addition to this, we must deliver several other documents (Code of Conduct, Backlog etc.).

We use GitLab for sharing the code for the application, and WhatsApp, Discord, Mattermost and Google Drive for sharing various other files.

The work submitted must be of good quality and it must (at least) fulfil the minimum requirements that were stated for the assignment or that we have discussed.

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*?

We expect all deliverables to be finished (or close to) 2 days before the deadline. If this is not the case in a particular instance, other (or all, if necessary) members of the team will provide assistance so the task can be done in time.

Then, the deliverable needs to be greenlit by all members before it can be submitted.

Behaviour:

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?

It is expected of all members to treat their colleagues with respect and dignity.

Disagreements are handled in a civil manner, and solutions are reached either by group consensus or voting. If required, our TA can be the tiebreaker.

If a teammate is late to a group meeting, it is required of him to notify the group in advance (a WhatsApp message in our shared group chat will suffice). The late team member can then join the meeting freely, but to catch up on what they missed, it would be helpful to review the minute taker's notes. If a teammate is 5 minutes or more late to a group meeting, they should bring snacks for the group during the next meeting.

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 main communication channel is our Discord server, which is shaped to suit our workflow and organisation style (all virtual team meetings will be hosted there). If someone needs to reach the other members more urgently or quickly, we have a team WhatsApp group available.

We also use Mattermost, mostly for communication with the teaching staff and our TA.

To share documents we use Google Docs. Most importantly, we use GitLab to share our code.

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?

The quality of the work is determined by the general consensus of the team. The work submitted should fulfil the task and it will also be evaluated against the evaluation criteria.

The commitment of the chair is measured by the quality of their agenda (which should be available to the rest of the team at least a day before the meeting) and the control of the meeting (making sure the team goes through the entire agenda and engaging all members), while the minute taker's commitment is measured by the quality of the notes (they should be easy to understand and contain all important points that have been discussed/decided on).

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?

Currently, we do not have a particular system in place to choose the chair and minute taker. We discuss who wants to be the chair/minute taker and go from there. It looks to be a good way to handle it because, for example, an introverted member of the group is not forced to be the chair in the first few meetings. However, we will make sure everyone gets their turn to be the chair and minute taker at least once. The only deviation from this is the last meeting; the chair and notetaker then will be the ones who received the worst feedback from our TA, so they get a chance to show their improvement.

Meetings:

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

We have one mandatory in-person meeting every week (Tuesday, 13:45 - 14:30), and additional meetings are scheduled when necessary (most of them will be virtual over Discord).

For every in-person meeting the chair prepares an agenda in advance and sends it to the group. Each member's responsibility is to go through the agenda beforehand and prepare for the meeting accordingly. Between the meetings, members can suggest agenda items.

Decision-making:

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

Decisions are made by consensus, and so far we are able to reach it through normal discussion. However, if there seems to be no other way, we will decide by voting. Since there are six of us, there can be a tie, so we will either turn to a coin flip or our TA to be the tiebreaker.

Dealing with conflicts:

How do you handle conflicts within the group?

Conflicts are handled through discussion, in a calm manner, with mediation from other group members if necessary. Anything more intense than that is out of our hands and will most likely be handled by the university.

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 teaching assistant to share his opinion on our deliverables and perhaps point out gaps (if it is allowed in a particular instance, of course). Also, to share opinions on our meetings overall and to provide some feedback through which we can improve both as a group and individually. Additionally, to answer our questions about the project organisation and its details (i.e. serve as guidance if something is unclear).

Consequences:

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

If a participant does not keep to the agreements made, other members will try to remind them of their responsibilities. However, if that proves to be insufficient, we will turn to our TA for further help. Discipline is an individual responsibility.

Success factors:

What makes your team a dream team?

Firstly, diversity in skillsets and areas of competence. Completing a project is a big undertaking with different aspects to it and we believe we should be well-equipped to handle most of them. Also, communication is key and we seem to be doing great in that aspect.

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').

Our team criteria on which we evaluate each other's work:

1. Commit(code) quality
2. quality of feedback
3. responsibility in keeping with deadlines
4. communication and collaboration with team members
5. activity and general engagement