**Code of Conduct**

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.

**Assignment description:**

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

**Since we will be working together for couple of months to create a software project, it is very important to have a concrete weekly schedule/deadline as a group to ensure we have a finished product at the end. To achieve this, we need regular communication with each other to keep track of our own individual tasks and constantly review each other’s code.**

**Target or ambition level:**

What grade are you working for?

**We would like to get an 8, but the main goal is to work on a software project as a group and improve ourselves.**

**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?

**A working energy quiz prototype (does not have to be a polished, fully fledged application). In addition to the Mattermost platform, we have our separate Discord server with to-do lists, announcements, and meetings. Some important documents are the weekly backlog check-up and the final HCI report at the end. We post or update the documents manly through Google Docs as it allows shared viewing and editing. We aim to have the documents as action-specific as possible so that there is no ambiguity or confusion when checking-up on each other’s status.**

**Planning:**

How do you ensure that each group 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?*

**We will use the backlog to estimate how long each feature will take to implement. Using that and frequent meetings, we can skip certain features that are not necessary and would take too long. We will discuss with each other when we think the work is done, and if we all agree, Elias will submit the necessary files on Brightspace for the team.**

**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?

**Everyone should be treated fairly, respectfully and in a friendly manner, that is to say, their opinions should always be taken into consideration and their work appreciated or constructively criticized. If disagreements arise and a consensus can’t be reached the matter can be taken to a vote to see what the majority of the group thinks about the issue(s) at hand. In the case of something more subjectively oriented such as design or whatnot then compromises could be reached and if something is more “technical” then the TA could be brought forward to clear some things up. If someone is late to a group meeting then they should be contacted. If they eventually answer and such incidents are rare for said individual then there really is no problem, especially if they have some sort of reason. If they do not answer at all or if the incident is not isolated then there are some problems. The rest of the team should bring the issue up with him and discuss the importance of his attendance on time and maybe reach a compromise on the meeting schedule.**

**Communication:**

In what ways do you communicate with each other as a group and among yourselves? (in the studio/MS Teams/Miro/Discourse)

**We have 3 weekly meetings: mandatory on-campus meeting on Tuesday and online meetings on Thursday and Sunday. Other than weekly meetings, we use Discord and WhatsApp for communicating.**

**Commitment:**

How do you determine the quality of each group's work, so that each group delivers the same quality?

How do you measure the commitment of the chairs and minute takers?

**Everyone checks everyone's commits. Agree beforehand who does what and make sure that everyone agrees with it. We can see if the quality of their agendas/notes is not really high quality and we make a list of ways they can improve it so that the chairperson/notetaker can improve and actually learn from this feedback instead of just saying that they need to improve the quality of their agendas/notes.**

**Meetings:**

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

**3 times a week. Depends on the meeting (agenda + discord posts)**

**Decision-making:**

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

**If we can reach a consensus, we of course would go by consensus. However, if we can’t come to a consensus, we will go by majority vote.**

**Dealing with conflicts:**

How do you handle conflicts within the group?

**Firstly, we talk about the conflict in our meetings. If we cannot work it out, then we contact our TA.**

**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?

**Since the TA’s are only here to assess our teamwork, we don’t expect them to know all about the technical details of the project. If we have technical issues, we can always look online for answers. However, if that doesn’t yield sufficient results, we could ask one of the lecturers in Mattermost.**

**Consequences:**

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

**Work it out as a team before going to the TA. The consequences for the team will be that the rest of the team will have to work harder which in turn disrupts the team cohesion. For the person in question, they might get removed from the group if necessary by the TA.**

**Success factors:**

What makes your team a dream team?

**The most difficult thing to achieve in a team is constant, clear, transparent communication with each other. If we can achieve this and maintain throughout the project, we can indeed be a dream team.**

**Gitlab rules:**

What have we agreed on with regards to using GitLab?

**General format for the issue descriptions:**

* User story: {user\_story}
* (Definition of done:) {checklist}
* (Optional idea for implementation)

**Commits & merge requests**

All merge requests have to be approved by two people different from the uploader.

Officially one person commits and another specifically designated person reviews but, in practice, other people review the commit too

Minimum 10 comments for merge requests

For each issue, create an empty merge request and branch and list it as work in progress

When we actually merge issues, also add the commit id in the description