

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:

We are meant to design and implement an interesting and interactive quiz game based on our client's specifications and software development principles. The purpose of the quiz is to raise awareness about energy consumption. After 10 weeks we need to deliver the final product, along with a report and presentation, to the clients.

Target or ambition level:

Our goal is to create a report, presentation, and product that achieves a 9-10. Our goal is to ensure that we have the required features implemented within 8 weeks, to ensure that we have the final 2 weeks for any extra features that we want to implement (e.g timer, multiplayer, singleplayer, jokers, emotions bar, leaderboards).

Products:

A fully functioning quiz game that has all of the clients' specifications implemented along with a report and a presentation on the applications features and production process. Everything that we produce will be handed in on GitLab in our group's repository along with Brightspace. We need to implement the main features that the client's provided us with ensuring that it also complies with the professional industry standards (e.g well tested, at least 80% coverage, well documented, reviewed).

Planning:

We will ensure to keep track of everyone's progress during the weekly meetings, where we will set and deadlines for current and upcoming assignments. We have also set a minimum for the number of issues and merge requests that everyone sends in a week to ensure consistent and steady progress. We decided that the entire group has a final say in the final product. We will all review the final product, report, and presentation before handing it in onto Brightspace.

Behavior:

We will make sure that we maintain a professional environment during meetings. We will ensure that we respect each other's ideas and views, furthermore we will also hold high standards to what everyone produces. In the case of any disagreements, we will hold a vote where both sides state their opinions. We believe that healthy disagreements are essential to progress in the project. We will ask the TA for their input only as a last resort and will try to resolve the conflict internally first. If someone is late for a meeting, we will wait for 5 minutes for them and if they are later than that we will start the meeting regardless. If they don't have a valid reason they have to bring cookies for the next session.

Communication:

Our main form of communicating deliverables will be done through Mattermost. Anything trivial will be communicated through WhatsApp. We will use Gitlab to communicate any issues and set up any required documentation.

Commitment:

During a merge request we will make sure that multiple members of the group review the added code and in the case that the code is not up to the standards (build fails, unreadable code, code not tested, some agreed checkstyle rule not complied with, etc) set issues will be sent, otherwise the merge request will be approved. If the chairs and minute takers do not perform as set in the standards, we will mention their performance during the meeting itself. The agenda will be the point of assecement for the chair (does it follow the template) and the minute taker will be accessed by the deliver of the notes and the form of the same (does it contemplate everything that was discussed).

Meetings:

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

We will meet once a week during the Tuesday sessions with the TA. Throughout the week we will also hold 1-2 meetings to track progress and to communicate and concerns. We will also have an option for an emergency meeting. The main preparation for the TA meetings is the agenda and to be aware of the upcoming due dates. We will also prepare a 30-60 second report on the performance of the past week.

Decision-making:

The primary way will be by consensus and if needed we will do a majority vote.

Dealing with conflicts:

In the case of any conflicts we will have a vote among the members of the group.

Guidance:

We would like information about the application requirement from the teachers. From the TA we would like that they offer general guidance and content feedback.

Consequences:

We will use a warning system. The first warning should be a waking call for the team member. In the case of a second warning, we will consult the TA and issue a formal complaint about the team member. In the worst case, if a third warning is issued, we will consult the lecturers. In case someone receives a warning the rest of the group should help the person by giving practical support.

SuccessFactors:

What makes your team a dream team? We all have high standards in our work. One of our strong suits is communicating with each other. We can also rely on each other for help. We will also ensure to be completely honest in the feedback and offer object feedback regardless of the quality of the work.