

# Code of Conduct

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## 1 Team Name

- We are team 05-C.

## 2 Shared Team Values

- We shall treat our teammates with respect in all situations.
- We shall communicate important information regarding the project with everyone on the team.
- We shall take all ideas into account equally.
- Team members should not be afraid to present new or conflicting ideas, and discussions shall be carried out respectfully.

## 3 Assignment Description

- The project is divided into two different phases, each representing a different tool.
  1. The first phase involves developing a tool capable of receiving annotated PDFs as an argument and converting it into a machine-readable format.
  2. The second phase consists of developing a tool that can be integrated with Brightspace, capable of adding annotations on PDF files.
- The end goal of the assignment is to train a large language model capable of giving feedback on academic papers. Thus, our tool will receive the PDFs and transform the data so the large language model can be later trained on them in the future.

## 4 Ambition Level

- Our aim for this project is to complete it and satisfy all the client's requirements. As a team, we strive for a grade higher than 8.

## 5 Products

- We aim to deliver a fully functional product to the client by the end of this course. Moreover, we aim to have a functional prototype by Weeks 4-6.
- We will also deliver a report at the end of the course, containing a detailed description of the research done during the course of this project, as well as the design choices we have made regarding the application.
- We will have an oral presentation in the midterm week, as well as in the final week, in which we will present our work.
- All documents should be uploaded to a GitLab repository in order to efficiently monitor all aspects.
- The work done by every teammate should be of the highest standard: We expect efficiency, clean code, proper documentation, and thorough testing.

## 6 Planning

- We will be working in sprints and will ensure that every team member receives an equal workload.
- We will divide our tasks using Issues in GitLab, and assign a weight to them.
- We will ensure that each member gets assigned a manageable amount of work, and a deadline for it, according to the weights.
- The work will be submitted as a group after performing a final check in order to ensure there are no mistakes.

## 7 Behavior

- We will try to help other teammates when they encounter difficulties regarding the project.
- Respect is one of the core values in our group. As such, offensive behavior will not be tolerated.
- Disagreements within the group will be handled through open discussions.

- In case no consensus is reached, we shall ask our TA for some opinions.
- If someone is late for a meeting, they will have to bring snacks for everyone in the next meeting.

## 8 Communication

- Between members, we will use WhatsApp or Discord for communication.
- We will share all documents through those means during the development process, and only upload the final versions to GitLab.
- For communication with the TA, we will only use a Mattermost channel.
- For communication with the client or the coach, we will communicate either through Mattermost or through E-Mail.

## 9 Commitment

- The quality of members' work will be assessed during the code reviews.
- When creating a merge request on GitLab, at least one other team member should review the request and approve it before merging.
- Each team member must review and approve the agendas, before the meeting.

## 10 Division of tasks and roles

- For each meeting, we will have a team member be the note taker, which will be designated by rotation.
- Each meeting with the TA will also have a designated chairperson who is responsible for creating and uploading the agenda on time and introducing the concepts that are present on the agenda during the discussion.
- Each member will be the chairperson and the minute-taker at least once.

## 11 Meetings

- The meetings with the TA will occur every Monday, at 17:00, and the meetings with the client will take place every Thursday, at 10:00. We expect every member to be present at these meetings.
- Each meeting with the TA will have an agenda.

- The meeting agendas will be published on the GitLab repository the evening before the meeting at the latest.
- An agenda is not necessary for the meetings with the client, but a list of questions may be prepared before the meeting.

## 12 Decision-making

- We will try to make decisions by consensus and get everyone on board. If it is impossible to reach a compromise, we will resort to deciding by majority vote.

## 13 Dealing with conflicts

- In case of conflicting views, each member should reinforce their ideas. We will use extensive communication and try to find a compromise that everyone agrees on. If we find it impossible to resolve the conflict, we will ask the TA assigned to us to help us decide on an appropriate course of action.

## 14 Guidance

- We expect our TA to give us general markers with regards to the project's timeline, that is whether we are on track to successfully complete the project.

## 15 Consequences

- We will utilize a three-strike penalty system. The first time, the participant will receive a verbal warning. The second time, the other team members will hold an intervention and try to talk about the problem with the participant. The third time, the other members will bring it up in the weekly meeting with the TA assigned to the group.

## 16 Success factors

1. **Efficiency.** Fast parsing of PDFs.
2. **Quality.** Output can be easily interpreted by the agent used to train the Large Language Model.

## 17 Evaluation Criteria

1. **Functionality.** Does it work? Will it break at the first compile?
2. **Punctuality.** Was it completed on time?
3. **Organization.** Is it easy to read and understand?
4. **Quality of the product.** Is the product well written? Will it hold up to in-depth scrutiny?
5. **Communication.** Did we work as a group during all of the stages of the product? Did we communicate thoroughly and decide on every aspect of the project as a group?
6. **Fun.** Did we enjoy working on the product?