**Code of Conduct - Group 51**

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This document attests for the team’s decision to respect the following set of rules and aspects of good practice in order to improve the quality of work and atmosphere surrounding the group. We believe in the importance of establishing boundaries and roles that will guarantee harmony amongst members. The breach of these rules by any member of the team will be discussed with the entire crew and adequate consequences will follow. This set of rules can be subject to change anytime the team believes a new behavior has to become a value to function by.

**Shared team values:**

1. Mutual respect – having a respectful attitude is essential as it guarantees optimal interaction and ensures everyone feels welcome.
2. Cooperation – teamwork is based on everyone joining in on a problem in order to find a fix, so every time someone finds themselves in an impasse, teammates will give a helpful hand.
3. Communication – maintaining an active, valuable and inclusive conversation is the key to greatness, which only happens when ideas are exchanged and the best ones are put to practice.
4. Willingness to try and fail – novelty comes from experimenting, failing and polishing previous attempts, therefore the team needs to take risks and have the courage to propose ideas of their own.
5. Honesty – it is of utmost importance that everyone has their cards out when working as a team because it is in their interest to let others know what is really going on behind closed doors and possibly receive the help needed.
6. Trust – it is highly required that members can count on each other and be comfortable sharing their materials.

**Assignment description:**

The group has to regularly conduct meetings in order to ensure the progress of our work towards a working, well performing and optimal app. For this, the tasks which such a broad concept requires will be equally divided among everyone so that all teammates understand what their next step has to be and how this contributes to the main goal.

**Target or ambition level:**

The team is working for the best and preparing for the worst. Nonetheless, we believe a quality work ethic and great communication among members will lead this team to success and closer to a maximum grade. We are going to set the bar higher every time we manage to tackle a challenge, therefore pushing each other to become our best selves. It is not about getting a perfect 10, but about doing everything in your power to score as much.

**Products:**

The team has a clear view of what the product app should look like, to which everyone is going to bring improvements and suggestions to generate something novel. We will all strive to achieve a working app that is of great quality. The requirements for the project have clearly been made to each teammate and everyone has been given the freedom to experiment with new methods for the sake of our project’s complexity.

**Planning:**

We will constantly be checking up on each team member’s progress to make sure we are all on track and that we all trust each other to do their part of the work in time. After thorough inspection, we are going to submit our work through Brightspace, more precisely, the team has a member which will take care of this organizational matter and guarantee that deliverables are sent on time.

**Behavior:**

We are understanding towards everyone in the group, and we try to be as cooperative and as receptive to new ideas as possible. We are trying to handle criticism well and we all value respect. We handle disagreements by discussing them in a friendly manner or by voting if it is needed. We can ask the student assistant for advice but since their role is mostly the one of an observer, we will first be trying to solve possible disagreements ourselves.

**Communication:**

We are communicating through WhatsApp, Discord and Mattermost. Weekly meetings and working sessions will take place on Discord while discussions regarding organisational aspects and other small questions will be addressed on WhatsApp. Mattermost will only be used for questions to the staff, important announcements that need to reach everyone and posting some materials before deadlines.

**Commitment:**

We are constantly reviewing each other’s work from an objective standpoint, and we are discussing what everyone has been doing during the meetings. We will have code review sessions where we will judge the quality of our work. The commitment of minute takers can be determined by the value of their notes. If the notes prove to be a valuable resource, then the minute takers have done their job well.   
We will measure the commitment of the chairs by judging how the meetings went and if every point of the agenda was addressed during the meeting. The agenda must be submitted on time before the meeting and the chairs must lead the meeting.

**Division of tasks and roles:**

We believe it is in our team’s best interest to have a different leading voice each meeting to encourage everybody to take charge of a situation and understand the responsibility that comes with being the coordinator. The team will also have a person assigned with recording the matters discussed, which will also periodically change, passing the notes they created to all teammates in order to reflect on whether discussions have led to actual facts.

**Meetings:**

The group will meet several times during the week to make sure everybody is focused and on track with the next challenge the team faces. Meetings require thorough preparation and understanding of the subject by all members of the group as this guarantees no time is wasted on unnecessary explanation and the exchange of ideas will happen smoothly.

**Decision-making:**

Decisions will be taken by consensus. Once an idea is proposed, the rest of the team discusses and polishes it. This should be done until everyone is sufficiently pleased with the decision or when the time to discuss the topic is running out. In the case that the time runs out, the decision can still be left open for discussion at a later date, when there is extra time available; otherwise the decision will stay the same.

Provided consensus can’t be reached, there will be a unanimous vote to decide, once and for all, the outcome of the discussion. The teammates will show empathy and will be willing to compromise for the sake of the team if the majority decides otherwise.

**Dealing with conflicts:**

We value the voice of each member but, as humans often do, people can get into disagreements and there is no better way to tackle that as a group than to have both parties clearly state their position and then, as a group of 6, decide what direction we should be looking into, without completely refusing to hear a possibly fair point.

**Guidance:**

We expect a great collaboration with the student assistant assigned, whose role should in no way be that of a leader, but that of a supervisor that lets creativity flow and only interferes when the team finds itself in an impasse. Guidance from the more experienced is something our team considers crucial, be it from a better-prepared colleague that can help others with insides, or directly from our group’s assistant as they already possess the skills our team only now develops.

**Consequences:**

Provided someone from the group does not respect the pre-established decisions, we are going to take action. A discussion is much needed to understand why that might be the case and based on the motives behind, the team will make every possible effort to have everyone on the same page again.

**Success factors:**

1. Effective Communication: We discuss our problems and decisions so that everyone’s input it taken into consideration. We also have reliable means of communication to ensure that everyone is up-to-date with the progress and aware of the matters to be resolved.
2. Trust: We trust in each other to do our best to ensure quality in our work.
3. Each team member takes responsibility for their own work.
4. Supportive Environment: We are always open to help each other with any problems that we may face during the project.
5. Adaptability: We can adapt to overcome any troubles that may arise when working of the project.

**Norms or evaluation criteria:**

1. A teammate has a sense of punctuality and makes everything in their power to arrive at the meetings and be in a suitable condition to sit down and improve the work of others.
2. A teammate should at all times make sure everyone feels welcome, be respectful of others, be motivated to achieve great results and make an effort to listen and understand all points of view.
3. A teammate has to put in the individual work required and enter a meeting with more information than they had at the end of the previous one, which they will, ultimately, share with the rest and, therefore, bring contribution to the project.
4. A teammate has to make everything in their power to fix issues and solve any disagreement as they are aware collaboration is based on the idea of making ends meet and merging ideas into newer ones, which is heavily hindered by conflicts.
5. A teammate should be both communicative and speak his mind out whenever a relevant thought crosses their mind, as well as a great listener that expresses interest and passion into their interaction with the fellow colleagues.