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: Team 54

Shared team values:
Values are your fundamental beliefs or ideals. It is the core of what you strive for and from which your behavior is shaped. Discuss and write down your team values (min. 3).

1. Responsibility
2. Ambition
3. Creativity
4. Communication
5. Focus
6. Quality

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

As a group, we need to best collaborate, coordinate, and communicate in order to deliver a functioning product that satisfies all of the imposed client requirements and that we, the developers, are all satisfied with. To achieve this, we, as a group, need to identify, effectively tackle, and support each other when encountering difficulties, to constructively resolve disagreements, and to be committed to and responsible for our work.

Target or ambition level:
What grade are you working for?

As ambition and quality are core values for the group, we aim for the highest possible grade attainable in this course. Nonetheless, we, as individual group members, understand that such an ambitious goal requires great individual commitment and contribution permitted by our best efforts.

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, as a group, should deliver a finalized functional product that is complete: the product includes all relevant documents, is in the correct format, and addresses all of the imposed requirements. The product should also be delivered after a thorough review and, possibly, revision by each group member to ensure that such standards are met.

For document sharing and management, Google Drive is the main platform when dealing with drafts, reports, and meeting agendas. For announcements, updates, and Q&As. Group members can also use the dedicated WhatsApp group or Discord server for more urgent and short messages.

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 submits it to Brightspace on behalf of the project group?

Effective, active, and frequent communication should allow the group to monitor the progress of each individual group member. Tracking individual progress confidently ensures that individual tasks will be met. Moreover, such active communication will aid in the resolution of difficulties as they can be identified and accounted for in advance.

Individual tasks and responsibilities should be identified and delegated to group members during meetings. Progress on or accomplishment of tasks is reviewed in each subsequent meeting. Individual tasks can be reconsidered, rescinded, and redistributed in case complications arise if a group member encounters difficulties or is prevented from completing the task due to uncontrollable factors.

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 consensus? What do you do if someone is late during a group meeting?

Group members must act with courtesy and respect in order to foster a relaxed yet productive work environment. In order to facilitate meetings and discussions, group members are expected to be punctual and prepared. While group members may be delayed by unexpected circumstances, they should not expect that previously covered agenda items will be addressed again during a meeting.

Disagreements in the group must always be handled through a group-wide discussion and should be resolved democratically. Unless the disagreements deal with technical or administrative matters, the group should refrain from involving the student assistant.

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?

As primary communication platforms, the group uses Discord for long discussions, announcements, and updates as well as WhatsApp for short Q&A. Nonetheless, the group may resort to other communication platforms in order to best accommodate an action plan or to overcome special circumstances.

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 work quality of each group member should be assessed by the number of their commits, the extent to which they contribute during meetings, the effectiveness of their problem-solving process, their responsiveness in taking the lead during discussions or decision-making, and the accessibility of their work to other group members.
The work quality of the group as a whole should be measured by the effectiveness, activity, and frequency of the group's communication and the group's ability to efficiently divide and allocate tasks and responsibilities equally.

A good chairperson should be able to conduct the meeting in accordance with the meeting structure, engage group members in the discussion, efficiently allocate time to cover all agenda items, and prepare the meeting agenda and all relevant documents in advance.
A good minute-taker should be able to capture the main points of a discussion in writing, note all action plans that were made during the meeting, and prepare documents and announcements.

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?

At each meeting, the role of chairperson and minute-taker for the subsequent meeting will be decided democratically. Each group member must act as a chairperson and as a minute-taker at least once.

If more special roles are needed, they can be formalized during meetings and assigned to group members in accordance with their purpose.

Meetings:

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

Meetings are held at least once per week. Should tasks and assignments require additional meetings, they can be arranged in advance during a meeting or through the group chats. Meeting planners should ensure that all group members are notified of the meeting.

Decision-making:

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

Decisions should be raised during meetings, where they can be discussed, amended, objected to, and formalized. Decisions should be carried out only if they pass a majority vote.

Dealing with conflicts:
How do you handle conflicts within the group?

When conflicts arise, we, as a group, should first attempt to systematically understand the nature of the conflict through, for instance, 5W1H questioning. Once a complete understanding of the conflict has been realized, the group should convene to discuss and to formulate concrete solutions and action plans.

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?

The student assistant guidance should be limited to helping us navigate and clarify course administrative matters and technical matters related to resources provided by the course.
The group values feedback on the collaborative process more than it does on the content.

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

Should a participant not keep in line with agreements or decisions previously made, group members must convene to discuss, redistribute the participant's tasks and responsibilities, form contingency plans to resolve resulting issues, or, in consideration of severity and intent, raise the issue to the appropriate course instructors. The group acknowledges that life circumstances may impede a group member from fulfilling their assigned tasks and respect. As such, consequences should be discussed and considered by the group as a whole.

Success factors:
What makes your team a dream team?

As a group, we believe that there are several key success factors that make a dream team.

Open and active communication — We communicate regularly and openly with one another, sharing ideas and feedback in a constructive and respectful manner. We encourage everyone to voice their opinions and listen to each other's perspectives.

Collaboration — We work together as a team, leveraging everyone's strengths and skills to achieve the best possible outcome. We are willing to help each other when needed and to share responsibilities in order to ensure that everyone has a fair workload.

Accountability — We are accountable for our individual tasks and the success of the project as a whole. We set clear expectations and hold ourselves and each other to a high standard of work and professionalism.

Respect — We respect each other's differences and opinions, recognizing that diversity can lead to better outcomes. We treat each other with kindness and consideration, creating a positive and inclusive working environment.

Flexibility — We are adaptable and willing to adjust our approach as needed to meet the changing needs of the project or group. We are open to new ideas and willing to try new things to achieve our goals.

Punctuality — We recognize the importance of being on time for meetings, completing tasks on time, and meeting deadlines. We understand that delays or missed deadlines can negatively impact the group and the success of the project, so we prioritize punctuality and work to ensure that everyone is able to fulfill their commitments on time. If there are extenuating circumstances that may cause a delay, we communicate with the group as soon as possible and work together to find a solution to minimize the impact on the project.

By embodying these success factors, we believe that we can work effectively as a team and achieve a desirable outcome. We are committed to working together in a positive and collaborative manner to create a successful project and a positive group dynamic.

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').

Each group member should
1. Actively notify, report, and raise issues as they appear, especially when they may affect other team members;
2. Accomplish their tasks and responsibilities on time;
3. Produce work that adheres to the standards that were set by the group;
4. Actively and meaningfully participate in group meetings by raising, addressing, objecting to, and clarifying points of discussion;
5. Keep deadlines, or negotiate with the group in advance to prepare for contingencies;
6. Maintain a positive team spirit;
7. Notify the group on notable progress and accomplishments, and coordinate with others;
8. Come prepared to group meetings.