**Code of Conduct (ENG) *version 24/02/2023***

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:**

**“The answer to life and everything”**

**Shared team values:**

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

1. Communication

We as a team value communication, expectations and goals are defined clearly between us

and issues or possible changes will be discussed with the whole team.

1. Creativity

We as a team value problem solving, finding unique solutions to problems that arise.

1. Commitment

We as a team value that everybody follows the defined guidelines, respects deadlines and completes their tasks to a certain standard.

**Assignment description:**

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

Work together as a team to create an application up to our client’s and our own standards and

expectations. We need to learn to work together as a team and manage teamwork dynamics. We

should work according to the guidelines we have set and agreed as a team. Those guidelines are not

set in stone, we will be updating them according to our needs.

**Target or ambition level:**

What grade are you working for?

We want to put in the work to get higher than average result, we would be satisfied with an 8 or

more.

**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?

We want to at least implement all needs of the client and propose and implement one feature ourselves which complements the application. In the end we want to have a full fledged application that provides a consistent UX and just works.

All application files should be shared through gitlab.

Other non application files, like design documents, mockups and notes will be shared through Discord in the draft phase. Final versions will be uploaded to Gitlab.

Google documents will be used for all text documents, since it is extremely easy to collaborate and share.

For Version Control we will upheld the following standards:

-Commits must compile and pass all tests

-No commits directly to main, all contributions to main must go through merge requests.

-On a merge request all commits will be squashed.

-During merge requests we need at least one person to review the code and approve. The

project must successfully build and must adhere to our own defined style guide

(OOP checkstyle as a base).

-Commits in Gitlab should have a reference to an active work item.

**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 submit it to Brightspace *on behalf of the project group?*

1. We are going to have our own deadlines that will be set 2 days before each public deadline.

2. To manage our tasks and planning we are going to use a scrum board application in Gitlab

3. Internal meetings to keep each other up to date and make sure you’re up to date.

The first in line for the responsibility of handing in the assignments will be Sarah van de Noort. In case we cannot reach her, Pepijn van Egmond will hand the files in.

The submission process will go as follows:

Sarah will create a new branch with the required deliverables and make a merge request. Pepijn will be the reviewer and also approve it.

**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?

In our team we want to have a respectful and equal relation with each other in order to sustain our workflow and make consistent progress towards creating a functional application.

In general we want to make most decisions by consensus and voting in case we are not able to find a midpoint.

In the worst case if we can not find any agreement with each other we are going to reach out to our TA to get more professional advice on our problem(s).

In case one of our team members comes late in a repeated manner we are going to apply the correct consequences.

**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?

We are going to use Mattermost for TA communication

We are going to use Discord for general internal communication and as a central information hub.

We are going to use the internal tools of Gitlab for project management and planning.

For casual communication loosely related to the project we will be using Whatsapp.

**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?

Code reviews, at least one person needs to review each new merge.

Checkstyle, agree on 5-10 conditions that we must adhere to in all our code.

The chairperson should keep the meeting focused and prevent unnecessary tangents.

The minute taker should provide enough notes so someone who could not make it to the meeting

can quickly get up to speed. If the notes are not enough it will be the minute takers responsibility to

catch them up.

**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?

The roles of chairperson and note taker will rotate so that every member of the group acts as the role at least once in a meeting with the TA. This will be decided in advance for the whole project.

If the chairperson or minute taker is sick or can’t make it, the next person in the schedule takes up the responsibility. If this means one person is both the minute taker and chair, the chair role responsibility is taken up by the next person yet again.

**Meetings:**

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

We will meet once a week with our TA, and depending on the workload of each week, we will meet

as a group accordingly.

Everyone is expected to assess their current state in the project, and think of any questions they might have beforehand.

**Decision-making:**

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

We aim for the decisions to be made in consensus. We will explore solutions which will benefit our same interest and after a conscious revision we are going to try to come to common grounds, however in case we are not able to reach the same interests we will vote to reach a final decision.

If someone will not cooperate we are going to reach out to one of our superiors (Teaching Assistant/Professor).

**Dealing with conflicts:**

How do you handle conflicts within the group?

Depending on the severity of our conflicts we are going to discuss them with each other and if we

can not come to a common agreement we are going to raise the problem to someone that can advice

us on our problem, like a TA or a professor.

**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 expectations that are going to stand in our team are:

1. Everytime we ask for advice on any type of work we expect to receive a clear response
2. We want to get from our student assistant some feedback from time to time so that we are sure we are on track with our work
3. If it happens from our end to have questions or any type of misunderstanding we would like to be able make things clear for us.

**Consequences:**

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

We are still working on a warning system in which if the agreement is broken repeatedly, the

participants must face a series of warnings. If this does not stop, we will speak with our TA to explore

consequences.

**Success factors:**

What makes your team a dream team?

We share a clear vision, have diverse skills, communicate effectively, trust and respect each other, are flexible and adaptable, maintain a positive attitude and have high expectations.

**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’).

1. The time and effort one spends toward specified goals is adequate for those specific goals.
2. Deadlines should be completed 2 days in advance
3. The work complements the other’s work, and it can be easily implemented into the application.
4. The work is well tested.
5. The work is not fraudulent.