Code of Conduct - Group 08b

General

- Deadlines discussed internally and externally shall be met at all times. Delays are only allowed for internal deadlines and with a proper and timely explanation by the responsible group member(s) about the reason for the delay.
- Notify the group in time (at least 12 hours before the deadline) in case of (possible) delays. Ask for help if needed.
- If a deadline cannot be met, the responsible group member must either allocate more time, or discuss a different division of the work with other group members.
- Changing the workload division must be approved by the affected members and at least 4 out of 6 members.
- Any other vote must be approved by a majority vote (4 out of 6).
- When times are discussed, they must be in CEST.
- This document can be appended or changed with a unanimous vote from the group.
- Members are expected to attend all meetings scheduled and must give a proper and timely (again at least 12 hours before) reason in case of absence.
- The group expects a grade of at least 7.0 for the project and all members will strive to meet this goal.
- The chairman is responsible for setting up the agendas for all meetings that week, making sure the TA is sent the agenda on time (24 hours in advance), and uploading the agenda to the appropriate folder in the GitLab repository.
- The secretary is responsible for making notes and, if necessary, converting those notes to a proper digital format to upload to GitLab. The secretary must also take attendance and note general information about the meeting, like date, time, duration, and a summary of the topics discussed.
- The group will rotate between the roles of chairman and secretary every week according to the schedule below, starting with chairman and the next being secretary (essentially last week's secretary becomes the new chairman).
  Bianca -> Dan -> Luuk -> Keshav -> Natalia -> Veena

Availability

- All members will list their available working hours below.
- If a deadline is not at risk of not being met, members shall not be expected to work outside of their designated hours.
- All members will update their available working hours when necessary and inform the group of this change.
- All members are expected to fill in around ten hours (incl. OP and lab) of availability per week (based on the 14 hours per week for a course, excluding the 4 hours of lectures per week).

Bianca (Data) :
    Monday: 10:00 - 20:00, excluding AD lab possibly
    Tuesday: 10:00 - 20:00, excluding lectures(13:45-17:45)
    Wednesday: 12:00 - 20:00
    Thursday: 10:00 - 20:00, excluding lectures and dm lab(13:45-17:45)
    Friday: 16:00-18:00
    Saturday: 10:00 - 18:00
    Sunday: 10:00 - 18:00
    This is an estimate, might usually be available outside these hours if needed.

Dan (Systems):
    Monday: 09:00 - 19:00
    Tuesday: 09:00 - 19:00, excluding lectures
    Wednesday: 09:00 - 19:00, excluding ES lab
    Thursday: 09:00 - 19:00, excluding lectures
    Friday: 09:00 - 19:00, excluding lectures
    Saturday: 10:00 - 17:00
    Sunday: 10:00 - 17:00

Luuk (Data):
    Monday: 09:00 - 17:00, excluding lectures
    Tuesday: 09:00 - 17:00, excluding lectures
    Wednesday: Not Available
    Thursday: 09:00 - 17:00, excluding lectures
    Friday: 09:00 - 17:00, excluding lectures
    Saturday: 09:00 - 17:00
    Sunday: 09:00 - 17:00
    Available outside of these hours if needed. Will respond to messages ASAP.

Keshav:
    Monday: 15:45 - 19:00, excluding lectures
    Tuesday: 09:00 - 17:00, excluding lectures
    Wednesday: 13:00 - 19:00
    Thursday: 09:00 - 17:00, excluding lectures
    Friday: 09:00 - 17:00, excluding lectures
    Saturday: 12:00 - 17:00
    Sunday: 11:00 - 19:00

Natalia (Systems) :
    Monday: 10:00-13:00, 15:00-20:00, sometimes excluding AD labs
    Tuesday: 10:00 - 20:00, excluding lectures
    Wednesday: 10:00 - 20:00, sometimes excluding ES labs
    Thursday: 10:00 - 20:00, excluding lectures
    Friday: 10:00 - 18:00, excluding lectures
    Saturday: 10:00 - 18:00
    Sunday: 10:00 - 18:00

Veena:
>Monday: 10:00-13:00, 16:00-20:00, excluding lectures
>Tuesday: 10:00-13:00, 16:00-20:00, excluding lectures
>Wednesday: 10:00-13:00, excluding lectures
>Thursday: 10:00-16:00, excluding lectures
>Friday: 10:00-16:00, excluding lectures
>Saturday: 10:00-16:00
>Sunday: 10:00-16:00

Communication

- Discord and WhatsApp will be used for internal communication. Any comments on code or code review must be done on GitLab through merge request comments.
- Ask questions whenever in doubt
- If a majority vote cannot be reached, the TA will be consulted
- Any issues that involve or affect the whole group will be discussed with the group, before the TA, client, or other outside persons are contacted.

Consequences

- Should any member, for a reason deemed insufficient or unacceptable, not meet the expectations of the group, or break any of the points mentioned in this code of conduct, appropriate consequences will be decided upon by the group, if necessary with the help of the TA.
- If the TA is not involved, an appropriate consequence will be decided by majority vote, where the group member(s) in question will not be given a vote.