Code of Conduct

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.

Assignment description:

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

The main aim in this assignment is to design, construct and programme an entire application based on specific requirements given by the client (the lecturers). However, the assignment is not concentrated only on that, but rather on the entire process, team communication, decision-making, learning to behave in a team and to combine different approaches and skills in order to achieve the expected result.

Target or ambition level:

What grade are you working for?

Our main goal is to get a ten, however, realistically, we are content with getting an eight as we are aware that we will encounter some difficulties on the way. Ultimately, we will do our best to create the best working version of our application that will comply with the given requirements. Also, we have as a non-grade related end goal to finish as an united team and as friends, that possibly can work in future on other projects together. For this, we have to make sure that everyone is happy with the decisions taken by the team, and that each one of us has contributions of equally importance done to the project. Maybe as supplementary documents to upload are everyone's work on a separate branch, to let our work be noticed by the TA.

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?

As we are participating in a team project, the process and intermediate results are as important as the final product itself. As such, what we deliver at the end should include the assignments given to the team by the course staff, especially the HCI assignment, the working app itself as well as the final presentation given by the whole group in the last week of the quarter, summarizing our work.

Some of the intermediate assignments given to the team throughout the project's duration are to be done individually, while others are to be tackled as a team. We expect our members to assign high priority to both these categories and to finish their work appropriately before the deadline (until Thursday of a specific week), so that everyone can have enough time to review and improve their work, additionally giving us the option of asking the TA for feedback to further polish our team assignments and hold a special meeting to fix any mistakes that we may have made that we did not notice earlier. Overall, we want all assignments submitted by our team members, individual and group alike, to be documents that simultaneously comply with the assignment instructions and are prepared in an accessible and understandable way.

We as a group desire to give a high-quality, well thought-out presentation, which not only encapsulates our work well and showcases our progress, but is also split into coherent and logical parts assigned to respective team members. Additionally, we will practice delivering our respective parts of the presentation before, so that we speak fluently and without unnecessary breaks, making it more understandable to others.

The final product should be a working application, more specifically a multiple question quiz with the theme of environmental awareness. The quiz should be a multiplayer one (however you as a player will be able to play it alone). It should consist of approximately 20 questions that compare the impact of everyday activities on energy consumption using clear quantifiers. Moreover, the game should be interactive and fun to play as a group since it should enable the user to use Jokers (special power-ups), send emojis and see the overall leaderboard, thus increasing competitiveness within the group. Design-wise, the application should be simple to use, though it should additionally attract the user by having displayed unique features such as pictures and animations.

The main platform used in order to communicate with fellow students is GitLab which enables the entire team to actively contribute to the final project, check the newly implemented features as well as information regarding the entire process. However, the documents must be also shared through Mattermost for grading purposes and assessment from the TA (agendas and certain assignments).

The work submitted should be perfectly working and it should comply with the requirements given by the clients (the lecturers). Also it should be the result of an evenly distributed workload within the team.

Planning:
How do you ensure that each group 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?*

We are planning on having regular meetings in order to assess improvements and discuss important matters. We will use the Scrum system so that we can prioritize and evenly distribute work within the team. Moreover, we will make sure that every important decision is approved by the majority. We will discuss each other's preference for some parts of our assignments and coding and if there will be too many people who want to do a specific task and not enough people for everything else, the chairman for that specific week will decide how to evenly distribute the work. We decide on the deadlines together so that we can meet the project requirements, but also to reserve some time for checking our work at the end of the week.

If there is little coding to be done for a specific week, then each one of us will make it for themselves and the final code will be a new one made up of parts from everyone's code. The chairman will make the final draft. If there is a lot of coding to be done, then everyone will say what they specifically want to do and that one will be the distribution of work. Again, if there are too many people wanting to do a specific task, then the chairman will decide how to divide the coding.

If there is someone who doesn't agree with doing their work, then the chairman will do it for a properly done assignment and he/she will raise this issue to the TA next week. The chairman for that specific week will have a final say in the final deliverable. If not all groups finish everything on time, then if it is possible they will receive from the team more allowed time for doing it and if not, the remaining work will be splitted again in the team, or in the last scenario(if there are still remaining parts of the work not done until Friday 3 pm), the chairman chooses if he/she wants to do it on behalf of the team.

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

Treating fellows equally will be our main goal. If disagreements appear, we will try to convince the specific person that the majority vote is the best by giving arguments and reasons. However, if that person doesn't want to comply, then the majority should try to make compromises which the person in case might accept. If that person seems to find every scenario imagined by the team unacceptable for their persona, then this incident will be reported to the TA next week. We expect the TA to clarify what is going bad inside the team and give some advice on how to behave more like a team, more united. If because of this, some parts of the assignments are not finished until Friday morning, the work will be divided evenly in the team. If however, some parts of the assignments are not finished until Friday 15 pm, it will remain to the latitude of the chairman to take or not take care of.

In case someone is late for a meeting we will start the meeting according to the schedule and then the missing person should catch up with what was discussed.

However, we do not tolerate multiple unannounced absences and this kind of behavior would be reported to the TA, from whom we expect to clarify the situation and bring all the team on the same page. Since multiple unannounced absences mean either the lack of discussions inside the team or the lack of interest from a person, so the situation cannot be clarified internally, the TA might clarify what is going bad inside the team and give some advice on how to behave more like a team, more united.

Communication:

In what ways do you communicate with each other as a group and among yourselves? (in the studio/MS Teams/Miro/Discourse)

Communication is one of the most important aspects of teamwork, thus we try to keep in touch as much as possible so we can be aware of the advancements of the project, but also so that we can maintain a proper workflow within the team. To achieve that we have set up two other communication channels (one on Discord and the other one on Whatsapp), apart from the official one with the TA on Mattermost. We use Discord mostly for our online meetings where we discuss important matters such as deadlines, assignments, the current stage of the project, and other organizational problems that might come up. Our Whatsapp group is our announcement channel where we send details about the meetings' time and schedules and use it when someone is not responding on the main Discord channel. Nevertheless, we make great use of GitLab's tools and we use commenting, creating issues and merge requests features as an official and more professional way of publicly communicating with each other (also we use these features for the most important aspects of the project so that the development of the project can be assessed by the TA). Mattermost is seen as the main communication tool when it comes to milestones of the project since there we need to talk with the TA about our weekly advancements. On Mattermost and sometimes on Brightspace we share documents, assignments, and statistics related to the project for grading purposes and assessment from the TA. Of course apart from the online channels we try to see face to face as much as possible since we can work better together when we are on campus, for that we have a mandatory meeting on Tuesdays, before the meeting with the TA. We look forward to helping each other and we are also open to receiving and sending messages on our private accounts when we feel that we need help from a teammate regarding a specific issue.

Commitment:

How do you determine the quality of each group's work, so that each group delivers the same quality? How do you measure the commitment of the chairs and minute takers?

Not only do we try to distribute the work evenly, but also we try to review it systematically (for each member other two persons are pointed to thoroughly review their works and these roles are changed weekly) so that all the work is assessed by multiple people and in an objective way to ensure the quality of the final product. To do that every member is assigned a clear task (we agreed on a maximum of two people assigned for a more demanding issue) for each sprint and each member is required to update the others on the advancements made during the week, to ask for advice in case he/she gets stuck and to create a merge request on GitLab when finished so that the others can comment, review and approve it. In this way, we can determine the overall quality of the work and also maintain the final product at a high standard. One of the most important rules for our workflow is that we should under no circumstances approve a merge request if we are not sure it is correct or if something is not clear because in the case the code is faulty the approver would take responsibility for letting the merge request pass. The number of merge requests is not a good quality measure, but a superficial one. A quality measure is the correctness of what is merged. For the code, for example, there needs to be comments, the code has to be concise, it has to respect the checkstyle and also its goal has to be properly mentioned in javadocs. Consequently, the main idea is that we look forward to assessing each other's work since constructive feedback is a great way of improving individually as well as within the group.

The chairman is expected to write the agenda for the respective week, to propose the important matters of discussion, to get the approval of others, to ensure everyone is on the same page, and also that the work is evenly distributed. Note that the agenda needs to be uploaded by the chairman at least 24 hours before the meeting so that everyone can take a look and properly prepare for the meeting. The chairman is expected to actively conduct the meeting, and instruct the others regarding the next week's tasks. In case of misunderstandings, the chairman has the responsibility of explaining and making sure everything is clear in the end by reserving enough time for addressing and answering questions from the others. In case of conflicts, the chairman acts as a mediator between the teammates and has to maintain calm within the group, be objective, make the situation clear and build the conversation towards consensus. Of course that in extreme cases the chairman is the one who should announce the TA about eventual major conflicts within the group. The chairman is required to be ahead or at least on time for the meeting in which has this role (this also applies for the minute taker). The chairman has the role of the supervisor of the week and has to make sure everyone is ready on time with the tasks given. The minute taker has the responsibility of summarizing the main points of the meeting, uploading the notes on GitLab, and making sure every important question and matter of the meeting is included in the notes such as deadlines, relevant information and advice from the TA. The notes taken by this person need to be clear, concise, and written in the agreed format. Moreover, the minute takers should upload the notes maximum of 24 hours after the meeting if not immediately so that everyone is aware of the important aspects of the meeting.

Committment standards:

1. Every team member will inform the team on one of the apps used for communication what feature they intend to work on, when they desire to start/finish work and whether they would prefer to work alone or with assistance from another team member/s

2. We expect team members to present a quality of work that they would present if they were making the project on their own, meaning no hoping that others will bring the grade up - every member commits enough time and effort to achieve a result desired by the group in the desired outcomes (was that the name of that section where the grade was?)

3. The team recognizes the group nature of the project and thus requires its members to contribute roughly

equally each week, meaning

a. a team member's work is evenly distributed across the quarter

b. a team member's volume of work, approximately speaking, is similar in size to that of all other team members

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

We will meet weekly on Tuesdays on campus and on Thursday online. This includes a meeting before the meeting with the TA. Based on the current problems, we will potentially schedule online or on campus meetings. If we think that we need more meetings, then we can schedule one also on Wednesday and in the worst case, on Friday. We will discuss how many meetings we need at the start of the week to make sure everyone schedules them in their program. In terms of preparation, we will always have an agenda to properly divide the tasks in the given time slot. When a meeting is scheduled and we come to realize we don't need it anymore, the meeting will be canceled. The goals of our meetings are to finish the assignments that are due this week as quickly, correctly and adequately as possible.

Decision-making:

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

Even though it takes more time we would like to make decisions by consensus through finding compromises that everyone agrees with. However, since we have strong personalities, we are likely not to reach a common ground, we will continue by vote of majority. If after a majority vote someone still doesn't want to comply, we will try to convince that someone, through a group discussion, with reasoning that we should continue with the majority decision. If that person still doesn't agree we will try to make compromises to make that person fine with the group decision. As a last resort, if that someone still doesn't want to comply after that, we will report that someone to the TA at the next meeting.

Dealing with conflicts:

How do you handle conflicts within the group?

*Whenever an important decision comes up, the ideal outcome would be a unanimous agreement on the course of action. Of course, this will not always be the case, so when we eventually disagree on something, we shall continue with a vote (the majority decides what to do). Since there are 6 members in our team, it might come to half of us wanting one thing, and the other half wanting something else. This is a tough situation to be in, and we all will have to make compromises. It would also be helpful to rethink the problem from the beginning, come up with alternative strategies and finally decide on something that everybody is in agreement with (or at least does not have a major problem with). However, for conflicts that we simply cannot resolve between ourselves, we will also consider the opinion of the TA (**as a last resort** only).*

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 TA's guidance plays an important role in our ability to work together in a team. We expect them to point out things we do well because that will give us confidence and reassurance. Equally, if not more important, we want to know what we're doing wrong, so that we can avoid it and become better versions of ourselves. For instance, if we're not using one of the software tools correctly or aren't taking advantage of its full potential, we would like the TA to tell us how we can get more functionality out of it. Feedback from the TA is not only needed in order to ensure that the quality of our work is sufficient. It is necessary to receive constructive feedback both on the content (code, final product) we deliver and whether it is satisfactory, and on the way that we collaborate and create the final product. Knowing early on if we're doing something wrong will definitely help in the long run as we can correct bad practices before they escalate into an unwanted situation. Finally, the TA is our main contact regarding the OOP Project course and as a last resort, should guide us in case of major conflicts within the group that cannot be resolved otherwise, so we expect from he/she process, product and relationship feedback.

Consequences:

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

If a participant in the group does not keep to the agreements they will first be reminded by the chair (members may alert the chair to breaches of the agreements), about what their responsibilities are, how they broke the agreement and how the person can ask help. If this behavior happens again, during the meeting, this point will be brought up by the chair and the team members will together try and propose a solution on how this person can comply with the agreements in the future (this also counts as an official warning for the person not following the agreements).

If it is observed by the chair that this person is once again not following the agreements, after the warning, they will message the teaching assistant through Mattermost or speak to them physically, about the team member not following the agreements. The TA will raise this during the meeting and there will be a discussion

on how this can be improved, during which the TA will also provide their feedback and suggestions. If the TA believes it necessary to have a personal meeting to confirm the way the person in-question plans to improve themselves, they may hold this meeting. The official warnings and TA's discussions shouldn't be seen as a punishment, but rather as a way to make that person realize that their behavior is not appropriate and that they need to change their approach.

The next meetings, the chairman will try to be understanding with that person, the team should try to reach a consensus and, if possible, try to give good feedback to that person if there are improvements in their behavior.

On further breaches of the agreements, they will be removed from the team, if the TA and the rest of the team unanimously agree with this. Otherwise, it is up to the TA, together with the feedback from team members to decide on the punishment that fits most.

As a more general note, all these actions are not meant as punishments, but as moments for people to improve their contributions to the project.

Succesfactors:
What makes your team a dream team?

The main characteristic of our dream team is the spirit of teamwork, communication within fellow students and collaboration. We strongly believe that discipline and clearly assigning tasks within the team makes a good working environment meant to enhance our productivity. As we want to get a high grade, we try to address the tasks and everything that needs to be done as a team and not let just a few people work more for them.