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:

Pending...

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. No tolerance for intolerance.
2. Respect each other.
3. Make sure that everyone's voice is in the room.
4. Aim for the moon, if you miss, you land on the stars.
5. Be realistic, but don't forget your ambitions.

Assignment description:

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

Develop our skills and learn how to work in a team. Also, make great software.

Target or ambition level:

What grade are you working for?

Realistically, around a 9. Obviously aiming for a 10.

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 deliver a reliable and useful piece of software that implements most of the extra requirements.

Code/technical stuff shared on git, rest on discord. We use google docs for writing documents.

The submitted work must be clean code, with the proper comments, so that everyone can easily read, modify, and debug. Make it easier for the person checking the merge.

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?*

Every week, during our extra meeting, each group member will do a quick "debrief" of about 5 minutes where they update the team on what they have been working on/where they are at in their part of the project.

If you need help, you can ask for help. Always communicate. We try to let everyone do what they can do best, while also ensuring everyone gets some experience in every part of the project.

Try to finish everything due that week before the lab/weekly meeting.

Make plans on time so that we don't have to work last minute.

We will decide who submits it through discussion when it is needed.

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?

We treat each other with respect.

We try to come to an agreement through discussion when there is a general disagreement.

Disagreements:

If the disagreement is personal/doesn't affect the project -> affected parties sort things out amongst themselves, by talking through their issues.

If the disagreement is project related -> all relevant stakeholders meet to discuss the issue, and try to reach a workable compromise.

First escalation -> if above methods don't resolve the issue, the whole group is pulled in.

Second escalation -> We involve our TA.

We do our best not to be late to a group meeting, but otherwise the person that is late should apologize to the group and we will start the meeting on time without the person that is late.

Communication:

In what ways do you communicate with each other as a group and among yourselves? Zoom, MS Teams?

We use Discord to communicate with each other.

What information do you share via WhatsApp, e-mail, telephone?

Anything related to the project.

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 pipelines should always pass. And we will make sure everything is properly commented on and tested. We will not criticize others for writing code in a different way as long as it works fine and is properly commented on.

If the minute taker has made proper notes, it's fine. The chairman must make sure that the meeting stays on track and make an agenda in advance (1-2 days before the meeting).

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?

Make sure everyone chairs and takes minutes at least once. Otherwise the chair will be whoever feels most confident/opinionated on whatever we are working on that week, and the minute taker anyone who wants to (can also be chosen on the spot if this decision is left undecided).

Meetings:

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

At least once a week, another optional meeting depending on whether or not we run into issues or need to discuss further.

We made agendas before the meeting and stick to our agendas. Everyone should read the agenda before the meeting so that everyone knows what this meeting is about.

Decision-making:

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

We try to get a consensus, otherwise we will vote. If a vote comes to a tie, we will do our best to reach a compromise.

Dealing with conflicts:

How do you handle conflicts within the group?

If there are "bigger" and or sensitive conflicts we plan to deal with them on a case by case basis. i.e. one group member goes "rogue" and changes the project without involving the group.

If a conflict comes up between people we will:

1. We will first try to let them fix it between themselves, all affected parties meet to discuss their issues.
2. If they cannot come to an agreement, more group members are involved to resolve the conflict.
3. Repeat 2 as often as necessary
4. If no compromise has been reached, we will have a vote. If a vote comes to a tie, we will do our best to reach a compromise and maybe get a second opinion from an outsider.

If the conflict is related to the OOP Project, we will involve the whole group to come to a decision.

No fistfights!

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?

We don't expect them to solve our problems, we should be able to do everything by ourselves and occasionally with hints or tips from our assistant.

We would like feedback on both the content and collaboration. The product quality shows the level at which our skills are and the ability to work in a team is such an important quality in this industry that we should know where we need to improve.

Consequences:

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

Find out why they did not keep the agreements. Depending on their reason, and the severity of the offense we will work as a team to deal with the situation. In the absolute worst case, we are willing to remove someone from the group.

Success factors:

What makes your team a dream team?

Everyone in the team is ambitious and responsible for their own contribution to the project. We all have passion for programming and are willing to work hard to develop the project, along with ourselves to our full potential. We share common views on teamwork and what needs to be done throughout the course. We all push each other to be our best selves, by including everyone in conversations, having different experiences and helping each other in areas, where they are not so confident in.

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. Keep deadlines.
2. Is mentally present and invested in team meetings.
3. It's obvious they tried their best.
4. Overall contribution to the final result/grade.
5. Completes tasks.