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:

 Carbonara Code

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.	**Integrity - The members are supposed to prove honesty and share strong moral and ethical characteristics while working on the project.**

1.	**Punctuality - Be on time. If any circumstances prevent the presence, notify the team members prior to the meeting.**

2.	**Mutual Respect - The members should treat each other with respect, value each other's time, and appreciate the work done by everyone.**

4.	**Communication Efficiency - There should be clear and transparent communication among team members. Ensuring that everyone is on the same page and understands each other's perspectives and ideas is really important.**

Assignment description:

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

	The aim of the assignment is to work in an organised way to create a product while developing skills, both personal and team based. Our goal is to complete all the work that is

required before the relevant deadlines, keep up with the agenda, note down our process and evaluate each other's work. We want our product to match the expected criteria.

Target or ambition level:

What grade are you working for?

Striving for Excellence. Other than passing the course, we want to aim for the highest score possible. We would be satisfied with a grade of 8/10.

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 will deliver a task-keeping app as the final product, in order to give a flexible application to our clients that will help them organise their life better. This app has some basic requirements as described in the introduction slides and the Backlog and we aim to meet all of them in order to pass the assignment. We also want to implement as many advanced features as possible, for extra credits.

We will share our documents on Discord. All the finalised and official assignments will be uploaded on Gitlab. The final product must be of high standards regarding the quality of the code and the user's interface. Therefore, clean code with comments is called for.

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?*

The team will check up on each other's progress and everyone will be sincere about any delays or other issues of any kind. A Sprint Board will be maintained by the team members for this matter. All submissions will be made together with each member getting a say in the final deliverable before submission on Gitlab. The mandatory Gitlab issues will also assure that everyone is doing the required work for the project.

Behaviour:

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?

Each member in the group will be treated with respect. If a disagreement arises and a consent cannot be reached, we vote on it. In the case of a draw we flip a coin. No assistance from the guide is needed. Someone being late for a group meeting is forgivable, within reason. We will wait for up to 5 minutes before starting the meeting without the late group member. However, if it is a meeting with a TA we will start without them.

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?

Besides Gitlab which will contain most if not all of our progress we will also use the following: Mattermost will be our main way of communicating with the Teaching Assistant. There we will have updates about our meetings, progress and problems that might rise among us. The team will use Discord and WhatsApp as the primary means of communication when the TA doesn't have to be involved. Discord will be used for better organisation of important data and WhatsApp for the frequent communication between the team members.

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 quality of the work will be determined through code reviews. It is expected that the minute taker has taken down all important points and the chair covers all points efficiently. The commitment of the chairs and the minute takers will be measured by the satisfaction of the teammates during and after the meeting. If there is general dissatisfaction then action will be taken on the spot, identifying the problem and trying to overcome it.

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 first meeting is an informative meeting and the role division doesn't apply. During the next 6 meetings the rotation of the chairman and minute taker will take place. The agenda must be uploaded to the team repository before the meeting and the main focus of the meeting must be introduced through the GitLab issues functionality.

All of us will take on the roles of chairman and minute-taker at least once. We will rotate every week. After a full rotation the group will take into consideration the individual skills and strengths of each member to determine who is best suited for each role after learning more about each other. The schedule will be the following:

Week	Chairman	Minute-taker
2	Rafael	Victor
3	Victor	Aryan
4	Aryan	Eirini
6	Eirini	Anastasia
7	Anastasia	Antreas
8	Antreas	Rafael
9	To be determined	To be determined

Meetings:

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

Prior to the start of the session with the TA, a team meeting will be held. It might be extended after the end of the session with the TA if more time is needed. The meeting will serve as a Sprint Review and Sprint Planning for the next week. The team members should demonstrate the work they did and distribute remaining tasks among them. The structure of the meeting has to be prepared by the chairman, while the note-taker is responsible for ensuring that the notes from our discussions are shared in our online groups as soon as possible. There will be two short scrum meetings every week in which the team will discuss the progress and impediments they have encountered along the way. The team members must comply with the agenda and prepare for the meetings to the fullest extent.

Decision-making:

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

The principle of aiming for consensus whenever possible will be followed while doing so the TAs suggestion/feedback will be weighed   in. After our opinions are shared, discussions will be held to ensure that an agreement on the best decision is reached. However, in cases where a strong disagreement exists and it is not possible to reach a consensus, a vote will be taken, and the decision will be made based on the majority.

Dealing with conflicts:

How do you handle conflicts within the group?

A process will be undertaken where discussions are held to list all the facts and assumptions based on each position, while ensuring that everyone is given an equal opportunity to explain their situation, until a consensus is reached, thereby solving the conflict.

If the conflict is still not solved after group discussions we will need to ask the help of a TA to get an opinion on the situation. Both opposing sides will explain the conflict to the TA. Hopefully, after that we can find a common ground.

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?

Feedback on content and collaboration is desired by the team, and while guidance is expected, it should not be spoon-fed or given to the team on a platter. The student assistant is expected to inform the team if they are incorrect, but should allow the team to figure out how to correct the issue themselves. Additionally, if there are areas for improvement, the team would like them to be pointed out as well.

Of course we take into consideration that the TA can not give us any code suggestions or improvements and we will have to solve these issues by ourselves. The feedback we request will be mostly about documents, the assignment procedure, making sure we have fulfilled the needed requirements, general guidance around the material or an opinion coming from experience when there are divided opinions between the team members.

Consequences:

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

The team-mates are supposed to respect their obligations such as: being on time to the meeting, fulfilling code review in a timely manner, preparing the meeting agenda and taking minutes when this applies, delivering the code timely and others that they have agreed to. If a participant in the group does not keep the agreements, the first step would be to talk to them and try to understand why they are not keeping up. If possible, the group should try to find a way to resolve the issue through dialogue and negotiation. However, if the problem persists and the participant continues to disregard the agreements, it may be necessary to seek guidance from the TA, who can provide objective advice and help resolve the issue in a fair and impartial manner.

Success factors:

What makes your team a dream team?

The same goal of achieving the best for this assignment is shared by all. The work will be done individually by each member, and responsibility will be taken for their share of the work. However, the best outcome will be achieved through good collaboration. Therefore, help will be asked for from each other, and each member's opinions will be listened to and considered seriously. All of the work will be checked by every member to ensure that the quality is good.

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.	**Quality and cleanliness of code. Easy to understand and well-commented. This will make working with each other's code easier.**

2.	**Keeping up with deadlines. This will make sure that the final project will be delivered.**

3.	**Actively participating in group meetings, both mandatory and non-mandatory ones. This will help the team to bond.**

4.	**Actively taking suggestions from teammates. This will result in a higher-quality final project since the views of each team member will be taken into consideration.**

5.   Open communication and honesty about personal progress, since this affects the whole team. This will let each team member know if they are falling behind so they can fix that.

6.   Dividing tasks equally and strategically while considering time and effort required. This will ensure a fair and manageable amount of workload on each member, guaranteeing a better outcome.

7.   Quality of code review, try to keep it constructive and concise. This will provide team members with a general view about their level of skills, enabling them to work on each one.