**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:**

Team 69

**1. 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. Honesty:

* Everyone should say how they feel and give honest feedback when appropriate
* If someone is struggling to complete their part of the project, they should ask for help openly and in advance so deadlines are not missed

2. Responsibility and effort

* Everyone should put an appropriate and fair amount the work into the project
* Work should be done to the best of every member’s abilities

3. Putting the team first

* Everyone should respect teamwork principles and not prioritise the other two courses over this project

4. Respecting each other

* Respect each others time by arriving on time for meetings
* The work of others should be treated with respect
* Opinions of every member should be respected

**2. Assignment description:**

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

In this course, we will need to work collaboratively over a period of time to produce and present a complete software product, according to a set of client requirements. Doing so will involve learning to work in a small-to-medium-sized team, hosting meetings, giving feedback to each other and managing a project and distributing tasks. Additionally we will need to learn and gain experience in a wide range of technologies and software engineering techniques like JavaFX, SpringBoot, REST APIs, web sockets, ORMs, dependency injection and Agile software development.

**3. Target or ambition level:**

What grade are you working for?

We are all very motivated and want to have the highest grade possible. While we do realize that because of the huge amount of components that this project involves it would be very hard to get a perfect 10, we are all willing to do everything possible to get as close as possible to a 10.

**4. Products: (final deliverables and details about the software product )**

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?

In the end we should deliver a task management software application that is a product of collaborative work in which the team has used the technologies and methods provided and followed the given requirements. Besides the application, a video presentation of our product and a Heuristic Usability Report should be delivered.

We will share the documents using Discord and a shared google drive folder. We plan to share the agenda with our Teaching Assistant using GitLab at least one day in advance. We will share the notes by Wednesday again using GitLab. In case we need to share any non-official documents without the Teaching Assistant we will do that using Mattermost. Software collaboration and version control will happen using GitLab.

The submitted work should meet both the requirements given to us throughout the course and the standards that we, the team members, have agreed upon. The aforementioned are: clean and extensible code, detailed documentation, a professionally looking product with good usability which every team member is proud of.

**5. 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?*

We will ensure that each team member finishes on time by having deadlines, trusting each other's judgement, but also being comfortable asking for help. We will also have short meetings twice a week to discuss what each member has been doing and will be doing over the next few days.

We have not yet clarified who has the last word on the deliverables as we are still in the early stages of the project. We think it's a good idea to submit results during a joint meeting.

**6. 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?

We always treat each other with respect and understanding. To handle disagreements, we state our opinion and have a dialogue. We try to reach a consensus, and if that does not work, we follow the majority opinion. We may also ask TA for assistance depending on the nature of the disagreement. When someone is late for a meeting, we contact that member and ask for the expected arrival time. If that takes more than five minutes or if we received no response, we start the meeting nonetheless.

**7. 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?

For communication between team members, we use Discord. Mattermost will be used when we want to discuss something with the assigned TA or ask them a question. For code reviews and other official communication about our code we will use GitLab.

**8. 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?

We will determine the quality of the work our group does by a mix of qualitative and quantitative judgement. It’s important to consider both the amount of effort people have put into a task as well as the quality of how that task was done. The quality includes both how well it was executed as well as whether that was done in a timely manner. The effort is mostly related to the time spent on the task. If someone is not happy with how someone else has done a task, they should provide honest, timely and constructive feedback, meaning that they should suggest a solution to the problem and allow the other person to fix it, or offer to fix it themselves.

Each week, the chair has the responsibility to provide a draft of the agenda by Sunday evening or Monday morning to share with the other team members. After incorporating any feedback received about the agenda the Chair has to submit it by Monday evening, so that the TA can review it Tuesday morning. During the meeting the chair has to lead the meeting in an efficient manner. The Minutetaker has the responsibility to write down any discussions and decisions made by the team as well as any feedback received by the TA. The minutes should be written onto the agenda, below the appropriate agenda points and then uploaded to Gitlab by Wednesday evening. The Minutetaker should make sure that the minutes are clear, concise and a true representation of what was said in the meeting. To this efficiently, prior to the meeting, the Minutetaker will have to familiarise themselves with the agenda well and to learn the places of all of the agenda items, in case they are discussed out of order during the meeting. They may have to edit the minutes afterwards to clean them up.

**9. 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?

| **Week** | **Chairman** | **Minutetaker** |
| --- | --- | --- |
| 2 | Veselin | Dimana |
| 3 | Agnese | Pedro |
| 4 | Georgi | Matei |
| 6 | Dimana | Georgi |
| 7 | Veselin | Agnese |
| 8 | Pedro | Veselin |
| 9 | Matei | Dimana |

**10. Meetings:**

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

The team has established the following schedule:

* Tuesday afternoon:
  + A stand- up meeting
  + A formal meeting with our Teaching Assistant
  + Time to work together throughout the whole afternoon. During the Tuesday lab we should also distribute the tasks for the 1-week sprint.
* Friday afternoon:
  + A stand-up online meeting
* An extra meeting during the week or weekend when necessary, for example if the workload is heavy or to discuss the agenda.

The stand-up meetings are short gatherings in which every team member spends 2-3 minutes to share their progress from the past few days and what they plan to work on in the following few days. For these each team member should prepare in advance a mental note on a summary of their work.

For the formal meeting on Tuesday all members should have read the agenda and have prepared for all of the topics that will be covered.

**11. Decision-making:**

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

We aim to reach a consensus once everyone has had a chance to voice their opinions. If it doesn't work, we might think about getting the TA's opinion first, followed by a majority vote. We believe that consensus will be reached in the majority of cases.

**12. Dealing with conflicts:**

How do you handle conflicts within the group?

Similarly to decision-making, we discuss the matter within the group, and follow the same process as described before, namely, prioritise consensus and fall back on majority vote. In order to reach a consensus, it is essential to ask for everyone’s opinion to understand what points each member raises and thus make a decision based thereon. We may ask our TA for assistance if appropriate.

**13. 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 expect feedback and guidance regarding collaboration and tasks to be submitted, rather than technical questions about the code. In addition, we expect answers to high level questions about the application and its requirements.

**14. Consequences:**

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

If somebody thinks that another member of the group is not keeping the agreements or the commitments they have made to the project, first they should first talk to that team member and let them know what they think. If the situation does not improve then the person should let the group know and perhaps bring it up in a team-only meeting. Finally if this does not improve the situation, the TA may be involved by being notified of this privately or during a Tuesday meeting. We find it crucial to have transparency, meaning that the participant should be warned if they are not meeting expectations, before any negative consequences occur.

**15. Success factors:**

What makes your team a dream team?

Every single member of our team is willing to do their best. We are all ambitious and hard-working, as well as disciplined. We all seem to have a similar mindset and a common goal, and we are all prepared to put the team’s needs before our own in order to succeed and achieve that goal.

**16. 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. Keeping internal and external deadlines

2. Participation in meetings – the team member should be actively participating in meetings – suggesting ideas, answering questions and sharing opinions.

3. Submitting a good piece of work that meets or exceeds the other team member’s expectations

4. Communication and honesty about both the work that the member has done and also about the work that their colleagues have done

5. Doing proper code reviews

6. Prioritises the needs of the team over their own – the team member spends enough time on the project and doesn’t neglect the OOPP course.