

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.

Within the span of the next 8 weeks, we will be creating the Quizzzz! app, meeting requirements set by the course while emulating a professional working environment. The development of this app will be split in sprints, and in each sprint there will be recognizable progress made in both the client and the server applications. In the meantime, we will be learning more about frameworks and libraries, project management processes, presentation skills, and getting better at collaborating as a team.

Target or ambition level:

What grade are you working for?

9-10. We realise perfection is not possible, and as this is our first time ever collaborating in such a manner, we also expect various hiccups along the way. We want to have a product which we ourselves will enjoy playing. We want to be able to add new features even after the end of this course. The game should be fast paced with different types of questions which will provoke the critical thinking of the end-user.

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?

Besides the application and its presentation, we have to deliver our agendas and notes for our weekly meetings, and any additional documents that helped our team with the project. We will upload these documents onto the documents directory in our GitLab repository. We will base our documents on the templates provided in the course, but we also want to meet our own standards of quality with our documentation. At the end of the course we will have a working application using the Spring framework on the back-end, and user interfaces created with OpenJFX, tests which will be written by ourselves and report on the test coverage. The final design of the app will be consistent from view to view and be accessible with a heuristic evaluation report written to show all previous problems on previous iterations and how they were solved.

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 want to make sure we have clear deadlines for each issue and meet these deadlines. We also want to ensure that there are clear channels of communication in case of any problems so that you can reach out and get help if you are behind. In week 9, we will have a meeting to check if everyone has uploaded and pushed their fair share of work to make sure everything is final.

For each sprint, we will assign stories and their issues individual to people's strengths. As issues within a story can be dependent on each other, we will have deadlines for various parts of work earlier than others to ensure we write compatible code. Joris is responsible for submitting our deliverable documents and assignments to platforms other than GitLab.

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 will value each other's opinion and will make sure no one is feeling ostracised. Anytime we have a major* disagreement on a topic, we make sure to have a meeting at least between the disagreeing parties and a moderator to resolve the issue and reach a respectable consensus. So far, we haven't had any major disagreements that required a third party to step in, but in the case we do, we would prefer to keep the discussion within the group. In isolated incidents, we push our meeting agenda such that the person missing from the discussion is better suited to contribute in the later meeting topics. If this is a continuous issue, we will bring it up in our weekly meetings with our TA to discuss solutions. If someone is late for a meeting, the meeting starts without the specific person and the others start working without him, when the former arrives he will get a quick explanation about what he missed and what is the current point of the discussion. We insist on having all hands on deck for each meeting, and distributing tasks and issues evenly on different frameworks and topics, while adjusting the weights of such issues according to the strengths of our team members.

*: A major disagreement would be a case of multiple team members having an inflexible stance on an issue, failing to reach a consensus after a meeting.

Communication:

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

For most official communications we use Mattermost, but for casual discussions we use WhatsApp to determine where we are holding the meetings, to check availability, etc.

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?

We make sure that every merge request is approved by at least two people to ensure code quality. Additionally tools like Checkstyle and tests can be used to ensure functionality and the adherence to code conventions. As for the Chairs we can measure their contribution by the order and quality of each meeting, and for the minute taker, they should share the notes to all members. It is vital that the notes are structured well, and as such, we will be measuring our minute takers' contributions by the quality, accuracy, and formatting of the documents they submit. They should be easy to read and get an idea of what happened during the meeting.

Meetings:

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

We believe that it is a good idea to have at least two private meetings each week in addition to the one with the TA. One of these meetings would take place on each Monday evening to finalise our issues and get

our main repository ready for the TA meeting for Tuesday, hence we expect everyone to have completed their issues and submitted their merge requests by then. The second meeting would take place on Thursday to attend any other collaborative matters. Most of the time, the meeting on Thursday will revolve around issue distribution and planning for the upcoming week, before finalising them during the TA meeting at the beginning of the sprint on Tuesday. If additional issues arise we can schedule more meetings as necessary, preferably at least a day in advance and in-person. If the meeting needs to be at a time when meeting in-person would be unreasonable, we use Google Meet to carry out the meeting online. If we already have a clear plan for the upcoming sprint and have no issues requiring a collaborative effort on each member's end, we may cancel the meeting on Thursday and work individually for that sprint.

Decision-making:

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

For major decisions we will try to reach a consensus so that everyone agrees with the solution. However, for discussions regarding design choices or something of the like, we will use a majority vote as it is a faster way to reach a solution. Everyone needs to comply after a decision is made, as we will already have discussed any flexibility possible on the implementer's part in the meeting.

Dealing with conflicts:

How do you handle conflicts within the group?

When a small conflict occurs we will have a meeting between the two sides and a third person and have constructive discussions about the arguments of both sides and reach an agreement at the end. If a major problem occurs the whole team will meet and discuss the matter. If needed, punishments might be used to resolve a conflict when no better solution is found.

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?

From the teachers' and our student assistant's guidance, we mostly expect clarification on details of the requirements set by the course. We would appreciate feedback the most on our collaboration.

Consequences:

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

Minor or occasional violations of smaller issues can just be discussed among all team members, and hopefully a resolution can be reached. However if the situation is continued we would bring it up with our TA for advice on how to handle the situation. If it seems like the issue could have a result on our joint grade, we can expressively bring it up. If one strictly does not keep their ends of the agreement, and result in breaking others' work, they will be held responsible for the repair of said code or documentation. In case of a smaller occurrence, like being unreasonably late to a meeting, we'll punish the offender financially by requesting cookies for the following meeting. Having a large amount of workload will result in a person following the code of conduct and not breaking it again.

Successfactors:

What makes your team a dream team?

We are a very balanced team with members dedicated to going above and beyond in our project. We want to make the process as well as the project itself interactive between all members. We make sure to leverage each person's strengths to produce the best quality we can.