**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: Group 37**

**Shared team values:**

1. Respect

2. Open-mindedness

3. Punctuality

**Assignment description:**

Develop a server-client application as a team which allows users to organise their tasks and share their boards with others. Each board will have 3 sections (TO-DO, DOING and DONE) in which different cards can be added.

**Target or ambition level:**

Our priority is having a passing application that works perfectly, in case we have extra time; we will develop some additional features to build on top of our app and improve our grade.

**Products:**

We will deliver a product that meets all the requirements of our assignment description and backlog. We will submit our code in the given Gitlab repository together with finished documents. While we are still working on the documents, we will share them through Mattermost.

For the code we want it to be thoroughly tested so it’s bug-free, it should conform to the checkstyle rules defined in the GitLab and it should be fast. It should also have tests with code coverage of 50% (optimally 80%).

**Planning:**

We divide the work for the week during the Tuesday meeting and check up on the progress made. Once the team has agreed on the final deliverable, the minute taker for the week will be the person in charge of submitting it to the correct platform and will be supervised by the chair.

**Behavior:**

Our team core-values define how we should treat each other. Disagreements will be handled by the chairman and in case different opinions within the team democracy shall be used. In the case of extreme disagreement, we shall contact our TA, however, we will try to solve the disagreements between us. Punctuality is one of the team core values, hence if someone is late the group should be informed and the meeting shall start without them, and it will be up to that person to catch up by reading the notes in their own time. This can have consequences such as the ones listed below. In the event that a chair or minute-taker is late, they will be replaced based on our rotation. If a member is late many times or doesn’t notify us beforehand, we will contact the TA.

**Communication:**

We will mainly communicate through WhatsApp, and we will share documents on Mattermost on the group with our TA. Any issues revolving around the code can be flagged in Gitlab.

**Commitment:**

We can use Gitlab pipelines to automate testing and checking the code quality. We will assess the quality of the work during one of the meetings.

The chair should upload the relevant agenda on Gitlab by Saturday night prior to the next meeting. Documents should be detailed and be as clear as possible.

**Division of tasks and roles:**

We have created a document which details who will be the chair and the minute taker and when. The roles will rotate, ensuring that everybody gets to be a chairperson and a minute-taker at some point.

**Meetings:**

Every Tuesday there is a meeting with a TA and every Friday we’ll meet to discuss assignments. If we need any additional meeting, we will discuss this through WhatsApp and decide on the date. Everybody needs to prepare a quick summary of the work you have done throughout the week.

**Decision-making:**

We will decide based on the majority vote; however, we will discuss the matter and hopefully reach a consensus.

**Dealing with conflicts:**   
We will deal with conflicts in a democratic manner, trying to reach the best possible compromise. The most important rule will be to make sure to listen to each other’s points, trying to understand the benefits and drawbacks of each argument. In the case of big escalations, we will make sure to contact our TA as soon as possible so that we can discuss the events in the next available meeting.

**Guidance:**

We expect feedback on both the content and the collaboration, we believe the TA should be there to clarify things in case of doubts.

**Consequences:**

If a team member doesn’t keep the agreements, we talk amongst ourselves in a meeting with the chair taking the role as mediator. Depending on what is done we will hand out punishments. If a member is slightly late to meetings, they will receive a minor punishment such as buying cookies for the next meeting. If a member completely misses a meeting and they didn’t have a valid reason, we will assign them more work to make up for their lack of participation in the meeting. If they miss multiple meetings, we will contact the TA for more serious punishments such as a grade deduction consequence. If they are late to an assignment that will seriously negatively impact the grades of the other team members, we will also contact the TA in a similar manner.

**Success factors:**

We are extremely motivated.

**Norms or evaluation criteria**

1. Punctuality

2. Quality of code (checkstyle etc.)

3. Commitment

4. Communication

5. Having fun