

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: 41

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. We are a fair team, which gives efficient and constructive feedback.
2. We are diverse and respectful, and do not engage in discriminatory behaviour.
3. We behave transparently and communicate clearly.
4. Each team member is aware of the common goals and objectives of the project.
5. Each team member is able to express their opinion comfortably to contribute to the project's development.
6. Each team member contributes their work in a timely manner, respecting the discussed deadlines.

Assignment description:

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

We aim to build a fully-fledged task scheduler, meeting the client's requirements and expectations - while gaining experience of working in a professional team environment. We also seek to expand our understanding of different software engineering tools, libraries and frameworks and their real-life applications by participating in lectures and engaging in active, independent research.

Another important objective would be learning to organise our tasks timely and efficiently as a team, by the use of industry-grade methods such as SCRUM and AGILE, and learn to provide helpful and constructive feedback to our fellow teammates.

Target or ambition level:

What grade are you working for?

We would like to achieve a minimum grade of 8.5, and are prepared to put in effort and persistence, as we apply the various tools we learn along the way towards delivering a finished product. We would like to go beyond the minimum passing requirements in order to challenge ourselves and make the learning process fruitful and enriching - both as team members and as individuals, and strive for a quality product the client will find beneficial.

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?

By the end of the course, we will have delivered a client-server task-scheduling application, consisting of a graphical user interface and complete internal functionality, that enables the user to organise their time efficiently. Along with the product, we provide a short pitch about our program, as well as a variety of assignments documenting our process as a team - such as the Backlog, HCI Report, and Code of Conduct.

We will use Google Drive to share materials and work simultaneously on the above-mentioned text documents. For the programming part, we will use GitLab - which facilitates cooperation in a streamlined manner.

Submitted work should meet the client's requirements, closely following the backlog, and have a quality and consistency level that the group agrees upon. We measure our effectiveness as a team, through the level of our work, as it attests our integrity as a team. The quality of the work will be submitted after group consultation and voting.

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 submit it to Brightspace *on behalf of the project group*?

To ensure that each team member finishes everything on time, we use several approaches. First, we establish a clear agenda and timeline for the deliverables, with specific deadlines for each task. This helps team members understand what is expected of them and by when it needs to be done.

By using the SCRUM method, where team members are expected to report on their progress, and any roadblocks or issues they face, during daily or weekly meetings, we allow the team to identify problems early and resolve them quickly.

An extra weekly meeting can also be beneficial to discuss any unresolved issues, clarify expectations, and ensure everyone is on track. Regarding who will have the final say in the deliverable, this should be discussed and agreed upon as a group to ensure everyone's input is considered. Once a decision has been made, it should be communicated to all team members.

Finally, submitting the work can be the responsibility of the current chairperson (the one that monitored the last meeting) or another designated team member who has been given this task and has agreed to it. This can also be discussed and agreed upon as a group to avoid any confusion or misunderstandings.

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 treat each other respectfully, in a friendly manner, paying attention to what others say. We view each other as equals, maintaining an equitable environment. In case any disagreements arise, we rely on open communication, trying to understand others' views. As a last resort, if an issue can't be resolved, the team seeks advice from the TA. However, members should not be scared to share their opinion about a topic, as we believe understanding each different person's point of view is a valuable characteristic for a successful team environment.

We highly value punctuality. If a team member is late, they are responsible for letting the other teammates know in advance. Valid reasons for being late are respected by others. However, repetitive occurrences will be addressed during a meeting. We decide the consequences on a case-by-case basis.

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?

All communication is to be conducted on the following platforms, in order to avoid conflicting information or misunderstandings.

For instant messages and announcements, we will use WhatsApp, as it ensures the information reaches everybody in time. This entails quick reminders, news and miscellaneous notes.

For online meetings and more official communication within the team itself, we will use e-mail and Discord.

When contacting the TA and distributing information such as the agenda, we will use the platform provided to us, MatterMost.

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?

In order to ensure quality and correspondence to the team's principles - all code assignments will be peer-reviewed before submission and approved by at least 2 members before they are merged into the dev/main repositories.

Both the chairperson and the minute taker should make a substantial contribution, which should also be qualitative according to the team members and the TA. A chairperson should be aware of their extra responsibilities and make sure that all members are well-informed. All members of the team should showcase their ability to work on diverse areas in a neat, clear and consistent way by explaining and documenting their steps - whether it is git comments, a clear structured refactored code base or extensive tests.

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?

For an efficient working process, we will use the SCRUM method - according to which each week there should be a chairperson and a minute taker. We will assign both roles randomly each week, in such a manner that all team members experience them at least once. Each Sprint starts on Tuesday and lasts for a week. All deliverables should be uploaded by Sunday.

The chairperson is responsible for submitting the week's agenda for the TA meeting in GitLab and organising extra weekly meetings (one per week and others in case of necessity). They lead the discussion and ensure that it closely follows the agenda.

The minute taker documents the main points during both the Tuesday TA meeting and our independent meetings, which helps in keeping track of the work process. On Tuesday, they share the notes on Gitlab, and on Thursday, they share the notes, internally, on Whatsapp.

Meetings:

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

We strive to meet in person at least 2 times a week: Once with the TA - which is the mandatory Tuesday meeting when we discuss our working process, our commits and whether our assignments adhere to the TA's requirements. During that meeting, we will ask the TA questions about ambiguous exercises - and in case there is any ongoing disagreement or conflict, the way of action will be guided or vetoed by the TA. After the TA meeting is over, we will stay in the room for further discussion on possible future actions.

A second mandatory meeting will be organised independently every Thursday afternoon, unless there is a valid reason to transfer the meeting to a different day of the week'. This meeting will be used to provide feedback and assistance to members and make sure each team member is aware of the course of work and can stay on track. Moreover, we will discuss organisational matters, such as our schedule and deadlines.

All TA meetings will require a thorough preparation with the help of an agenda, made by the chairperson. The independent meeting will require no formal preparation, however, all team members are expected and encouraged to have worked on the tasks given to them on Tuesday and if possible - have a demo merge request ready for the team to examine.

Decision-making:

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

The approach to decision-making often depends on the nature of the decision and its potential impact. For simple decisions that don't have significant consequences and where individual preferences vary, a majority vote may be appropriate. This approach is typically quicker and easier to implement, especially when there is a time constraint.

However, for complex, crucial issues that require careful consideration, consensus may be more appropriate. The approach involves reaching an agreement through discussion, negotiation, and compromise, where everyone's input is taken into account, and the decision is made collectively.

Consensus can be a slower process than majority vote, as it involves listening to all voices and coming to an agreement that everyone can support. However, we believe it can result in more thoughtful decisions that consider all perspectives and potential consequences such that every member is content with the final verdict, which will lead to a better overall environment within the team.

Dealing with conflicts:

How do you handle conflicts within the group?

Prevention is better than cure - our primary goal is that there are as little conflicts as possible. We will equally distribute our work, notify each other in case of any confusion, and always be respectful with each other.

If there is a conflict within the team regardless of our effort, we will try to solve it with decency. We will sit down and have a conversation, until we have reached a point of agreement. Other teammates will also be present to mediate.

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 will strive to be a fully-functional team, which does not need to entirely rely on the guidance of the student assistant to progress. As we know, we are in charge and responsible for the development of our project, but also of our team, so the help of our TA will be minimal. However, we will not hesitate to ask for clarification on the ambiguous parts of the project, or ask for help when absolutely necessary. We will mostly expect formative feedback from the TA, so we, as a team, can easily move forward.

Consequences:

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

If one of the group members does not keep the agreements - such as being late or absent on meetings, not contributing enough to the entire project, or failing to meet the deadlines for tasks, we will first address it as a group. We are aware that some of us might have more experience or time than others. Hence, we will try to help any teammates that are facing trouble, rather than blaming or pressuring them.

Of course, if the lack of participation of a certain member hinders the group as a whole, we will address it as a group, and try to gently ask that member to show more effort. If the same behaviour continues, we will report the member's behaviour to the TA.

Success factors:

What makes your team a dream team?

We have a strong belief in a common goal, and thanks to our diverse backgrounds and experiences, each one of us is able to provide a unique perspective. We value both our product and the process it takes to reach it - and strive to learn and understand more about the world of software development.

Apart from that, we have had prior experience with programming and working in a small team: For example, some of us have done a variety of projects ranging from Web Development, Assembly Programming to Computer Graphics. We can apply our vast theoretical and practical knowledge on the programming stage that this project provides us - with a lot of passion for our work.

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. We should arrive on time and be present in all meetings, or notify the team in advance when exceptional circumstances occur.
2. All tasks should be completed in a timely manner within the agreed external and internal deadlines.
3. We act respectfully towards each other, avoiding any physical or verbal form of violence.
4. All tasks should comply with the requirements set by the TA and course staff, as well as the agreed upon requirements by the teammates.
5. All issues and tasks should have clear names, descriptions and comments such that the team is able to understand and evaluate the progress.
6. Members should act with the team's best interest in mind, avoiding any selfish behaviour.
7. Members should notify others when any significant changes are to be made.