

# 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:**  
**5 seconds of struggle (5sos)**

## **Shared team values:**

Values are your fundamental beliefs or ideals. It is the core of what you strive for and from which your behavior is shaped. Discuss and write down your team values (min. 3).

1. Constant communication about what each member is working on during the project, basically everyone knows what everyone else is doing at any given moment
2. Finish deadlines at least on tuesday before friday deadline (3 days before each deadline)
3. Honest feedback for each person's work, receive it well (we do not need to sugarcoat feedback, others shouldn't take feedback personally/be insulted by feedback)
4. Reach out to the whatsapp group for help at anytime
5. Distribute work evenly, ensure no one is underworking at someone else's expense

## **Assignment description:**

In your own words, describe what you need to do as a group in this course.  
Make an app that eventually works, successfully collaborate as a team

## **Target or ambition level:**

What grade are you working for?  
Shoot for the stars, land on the moon?  
We hope to finish the advanced features, and try to allow everyone to get as good a grade as they possibly can.

## **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 want to deliver the complete final product. We will share work on Google Drive, each checkpoint seeking to be as good as possible.

## **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*?

*We have a whatsapp group where we regularly share what we work on. Furthermore, we are working in inner groups of twos so that we can help each other and monitor the progress. We have a system of checking each other's work before uploading it. We all agreed that Andreas will upload the final project. (i would prefer if i do this during a meeting... -andreas)*

## **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 treat each other with respect and political correctness. If there are disagreements we explain our point of view and vote. We proceed without the person and when the person arrives we summarize progress.

## **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?

We have a whatsapp group, a shared google drive folder.

On whatsapp we will share what the current task (+progress) is for each member, availability, ideas, and requesting assistance.

On google drive we will upload deliverables and non code documents.

#### **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? By helping and reviewing each other

We express our opinion on each other's work. Since we change chair and minute taker every week, if we are not happy with someone we just do not appoint them again

#### **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 role of minute taker will be decided for each meeting by consensus and volunteering. Pjotr will start as the chair because he was the only one sitting on a chair when writing this, and each week the chair will appoint who will be the chair next week.

#### **Meetings:**

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

Full group meeting at every lab. Assign each task to a pair of members and they can decide when and how to meet. We can call a full group meeting if really necessary through whatsapp.

#### **Decision-making:**

How do you make decisions? By majority vote or by consensus? Consensus with option of indifference

#### **Dealing with conflicts:**

How do you handle conflicts within the group? Communicating is key. So tell everyone timely if something is going wrong. If that does not help go to the TA.

#### **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? Occasional guidance, mostly answering questions and maybe helping with a final say in any conflicts.

#### **Consequences:**

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

We will address this through whatsapp at first, but if by the next meeting nothing changes, they get a poor peer grade and we inform the TA.

#### **Success factors:**

What makes your team a dream team?

We are all very agreeable and hardworking. We have good communication. And agreeable

#### **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. Contribute with ideas.
2. Keeps deadlines
3. Keeps everyone up to date
4. Works on the project
5. Be respectful and not rude