

Code of Conduct

Introduction

The purpose for this Code of Conduct is to create a cohesive team composed of people that come from a wide range of cultural backgrounds, each with their own set of personal values. Having compiled the answers of each member to a common questionnaire, we codified rules that would uphold principles that we felt strongly about and would act as middle grounds in potential sources of conflict. The Please dos and Please don'ts below will henceforth act as our guide to working and interacting with one another.

Please do

- **Consult the group members, before doing something.** Transparency is the way to go. If something you want to do affects the group, you are morally obligated to consult all other group members.
- **Tell us if something bothers you.** We greatly value honesty and believe being straightforward leads to good more often than not.
- **Make internal deadlines for the features and documentation.** Internal deadlines help to improve before the official course deadlines comes.
- **Be helpful instead of competitive.** The only thing that competition will do is create tension. Instead of undermining teammates, actively work towards assisting them. After all, the end goal of this undertaking is for everyone to learn.
- **Be ambitious and aim for the best possible result so that we can reach our aspired grade.** We all share an earnest desire for distinction. Do your absolute best. Try to aim for an 8 or more.
- **Come on time for the group meetings.** A couple minutes late is fine, if you are going to come later let the group know.
- **Your tasks.** Putting off work doesn't affect only you anymore. The whole team is worse off by you failing to meet a goal.
- **In case of absence, discuss.** If you have an important matter, for which you have to be absent for a period longer than 2 days, discuss with the group how you want to handle the work that you missed.
- **Remember that these are only guidelines.** To quote Ralph Waldo Emerson: "A foolish consistency is the hobgoblin of little minds". Exercise common sense and break a rule or two, if doing so would result in a net gain for the team.
- **Try to follow CoC to the best of your ability.** Yes, we said these are only guidelines, but they are here to make our lives easier.
- **Trust each other.** It's a sad fact that not everyone can be trusted. Be that as it may, we are a team and we have nothing to gain by distrusting those who have the same goal as you.
- **Be humane.** It's easy to forget that other people live lives that are as detailed as ours. Treat others the way you would like to be treated.

Please don't

- **Tell me how to do it. Just tell me what you need done, specifically.** Our group values creative freedom, but we also appreciate precise requirements.

- **Put off features for the next sprint.** Get it done. If you think you're going to miss a feature, ask for help. We love efficiency, but if something gets in your way, do not hesitate to ask.
- **Stick to one part of the project.** It is convenient to have back-end and front-end sub-teams for the beginning, but as the project progresses everyone should touch every corner of the project.
- **Do work that someone else has been assigned to, unless they've explicitly asked for it.** By doing so, you will have succeeded only in reducing the total productivity of the team. Organize such exchanges beforehand.
- **Organize team meetings for minor issues.** We value time-management. Have a group meeting only if it involves everyone. Otherwise, contact the necessary parties privately.
- **Run automatically to the TA or course staff in case of a dispute.** Of course, you are always free to escalate to higher-ups, but disputes should be attempted to be resolved in accordance with the course manual, first and foremost, among team members. It's a matter of time-efficiency.
- **Discriminate people based on their culture.** This goes without saying.
- **Judge at first sight.** Yes, someone's approach might not be as good as you or their approach might be different than your own. Just relax. Being harsh to a team member brings no benefit.

Means of communication

- **Communicate over Discord channel for only group members related matter.**
- **Attend all of the group meetings and TA meetings.**
- **If someone misses a lecture or a meeting, bring them up to speed.**
- **Communicate over MatterMost channel for matters that the TA could be helpful with.**
- **Don't leave the TA hanging, he is a part of the team.**
- **Let's have group meetings no later than 20:00 and no earlier than 9:00.**

Consequences

Harkening back to the idea that the rules of the CoC are simply guidelines, we must differentiate between breaches that are ultimately in our favor and those that aren't. Thus, we define detrimental violations as severe. We intend penalize severe code of conduct violations with a warning system. The warning system consists of the following procedure:

- Each severe violation of the CoC results in a written warning for the violator.
- Each of these written warnings consist of how the CoC has been breached and also how the violator can correct themselves.
- After 2 written warnings, each subsequent warning will also be paired with a complaint towards to the TA. This will result in said TA reviewing your case, which in turn would result in the violator being reported to the course staff.

Code of conduct development

Code of conduct is a living document that should evolve together with the group and the project. We plan to keep it up-to-date by:

- Having a meeting every two weeks, where we go over the rules, discuss how everyone is following the code of conduct, make additions.
- Creating a separate Discord channel, where we can leave notes and discuss the CoC on a daily basis.