

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: 44

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. Helping each other out (teamwork)**
- 2. Strict deadlines**
- 3. Good communication**

Assignment description:

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

Develop a personal task list organiser application in which you can add todo-lists with todo-items in to a board.

Target or ambition level:

What grade are you working for?

Right now it varies from 7 - 10.

Not a specific grade but just working hard while maintaining the other courses.

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?

At the end we deliver the application which meets the specified requirements. For document sharing we use Google Docs and Gitlab.

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

To ensure someone doesn't miss their deadline, when someone misses their deadline they have to make up for it by doing more work for the next deadline.

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 have to treat each other with respect. If there's a disagreement within the group we discuss the matter and respect everyone's opinion. First we try to resolve the problem ourselves, if that doesn't work out we can ask for help from a student assistant. If someone is late for a meeting we address this and try to work something out so that this doesn't happen again.

Deadlines

Sunday evenings 23.59

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?

Mattermost

Whatsapp

Discord

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?

Merge requests are reviewed by 1 or 2 people before they are committed.

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?

Roles change every week so that the roles are divided equally.

Meetings:

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

At least 1 time a week, which can increase later on if we decide that we need more meetings. We prepare by everyone studying the agenda before we meet.

Decision-making:

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

We make decisions by trying to reach consensus, but if that fails we need to make a decision by majority vote.

Dealing with conflicts:

How do you handle conflicts within the group?

Every situation of conflict must be resolved by having open discussions where everyone can speak up their minds.

In case that the conflict can not be resolved within the group, we will ask for the help from the TA or any other supervisor.

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?

Guiding us a little bit through the project.

Giving us feedback on the meetings.

Viewing the group environment (healthy or toxic).

Consequences:

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

First discuss the problem with the participant that does not keep the agreements. Otherwise discuss the problem with the TA.

Success factors:

What makes your team a dream team?

Everyone participating equally is what makes our team a dream team.

Norms or evaluation criteria

You will evaluate your own and each others work in this project.

Discuss and write down your team criteria. You need at least five different criteria (e.g. 'keeps deadlines').

- 1. Keeping deadlines.**
- 2. Being on time for meetings.**
- 3. Doing the work you were assigned.**
- 4. Try to help each other as much as possible and making our work as easy to understand as possible for others.**
- 5. Putting in effort and delivering good quality work.**