

Code of Conduct

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.

Assignment description:

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

We need to work together in a team using collaborative software engineering tools and methods to create a quiz application. The quiz application should meet the requirements of the client. The application needs to have a working back- and frontend, so that means a database with questions, a server, and clients. A user should be able to connect to the game and play the game by themselves as a single player or as a group in multiplayer mode. The user interface should adhere to usability principles, such as “visibility of system status” (for example). The usability problems should be found through a heuristic evaluation. Topic-wise the application concerns itself with the energy consumption of certain activities in order to raise awareness for the energy every individual consumes in their daily lives. The course also has a focus on the process of working together and not only the final product.

Target or ambition level:

What grade are you working for?

We are aiming for a grade between 7 and 9. As important as our grade is to us, we also want to achieve goals as a team. Particularly, at the end of the course, we want to be able to review the design with the principles of heuristics, be able to work as a team, listen to others’ ideas, and fulfil them together. We also want to deliver the best product possible and as accurate as possible to the description our client has provided.

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?

In the end, we want to deliver a functional quiz application that meets the requirements. Concretely, this means the client will receive the source code of our project (both client and server-side), as well as all the resources used by the quiz application (the database and the activities + their associated images). The source code must also meet certain standards. We are expecting the code to pass all the checkstyle rules we will implement (which includes proper Javadoc, indentation, and variable naming), and we expect the code to pass all the tests we write for it. We aim to write tests that fully cover all possible test cases, which means testing all classes, and for each class, we want to test at least 80% of the methods. The type of testing we use is unit testing.

Most of our teamwork assignments are done via Google Drive. For everything else we use GitLab.

The submitted work to GitLab must pass the build server tests, which include compilation, tests, and code style checks. For the specific standards we aim to meet, please see the first point of this question. Also, the commits need to pass the pipeline. If it turns out that something did not pass the pipeline, the person that committed it is responsible for fixing the issue as quickly as possible.

Planning:

How do you ensure that each group 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*?

We have weekly meetings to discuss everyone's progress, and we also discuss how things are going in our group chat. The chairman of the current week submits our documents to Brightspace. At the beginning of the week, we create all issues on which everyone should work during that week. We aim for an equal amount of issues for everyone if every issue needs about the same (anticipated) amount of time. So our division of work takes the number of issues and hours of work into consideration. These issues are assigned to individual people (or groups of two). The deadline for those issues is then the Friday of that week. We will try to ensure that everybody has an equal amount of tasks and an equal amount of work to do. If a task involves more work than anticipated, we discuss it in the meetings and try to re-balance the work. Concerning deadlines, we want our end-product to be finished at an earlier deadline than the official one (current anticipation: one week before). For the weekly assignments, we set the deadline 3 hours before the official deadline just so we have some time to discuss as a group.

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 professionally and with respect.

If someone doesn't show up, we inform them that we're having a meeting and just ask them to be on time next time. We don't really care if someone is a few minutes late.

Every team member is required to work on all parts of the project, for example, client, server sides, UI etc. This must show in their GitLab commits, merge requests and code-review comments.

In case of a disagreement in any case, we vote on the issue. If the vote is indecisive and if it is possible, we discuss the pros and cons for each approach and hope that this resolves the conflict. Otherwise, we would consult the issue with our TA.

The TA may also intervene if someone (repeatedly) doesn't meet deadlines, for how this works specifically, please see the category 'Consequences'.

Communication:

In what ways do you communicate with each other as a group and among yourselves? (in the studio/MS Teams/Miro/Discourse)

We have our weekly meetings in person. For other meetings we use Discord. For other matters we use WhatsApp to communicate with the group members and Mattermost to contact our TA.

Commitment:

How do you determine the quality of each group's work, so that each group delivers the same quality? How do you measure the commitment of the chairs and minute takers?

The quality of work is determined by other group members. For a GitLab merge request into the main branch, two people need to approve it. When doing GitLab merge request approvals our team members won't just blindly approve them, but go over the code being merged. When creating and assigning issues to people, we directly assign who reviews the code which is committed for that issue. This ensures that at least two people measure the quality of work. We also use the merge request comment system to discuss parts of the code that are not (yet) up to standards, and to ensure these get fixed.

The commitment of the chairs and minute takers are discussed by the team on the feedback round which takes place at the end of every meeting. We ask everyone to read over the notes and agendas for that week, and then we ask for feedback for both the chair and minute taker. This can be feedback related to the agendas and minutes, but also more general feedback, which the chairman and minute taker will have to work on, but which is also important to keep in mind for future chairmen and minute takers. So, in general, the quality of work of the chairman and minute taker is assured by the entire group.

Meetings:

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

We meet 2-3 times a week. The first meeting is on Tuesday, we discuss general problems with our TA, and ask questions that we might have. We also meet before the lab session (1-2 hours before depending on the amount of work to be done). The next meeting is on Thursdays, in which we discuss the planning of our project, divide up the work, and solve issues that we might have encountered as a group and individuals. If it is necessary, we also arrange a meeting during the weekend. If it is still necessary, we can arrange extra emergency meetings with people who are available at that moment. In that case, we write a message in the group chat (WhatsApp), and everyone available joins a voice call on Discord. There is no need for the cancelation of meetings, as our team organises the next meeting during the previous one (e.g. The meeting on weekends is planned during the meeting on Thursdays). Every week, we pick a chairman who prepares an agenda for the meetings, and a note-taker, who does notes on the most important points discussed. For meetings apart from the lab hour, we take short notes and summarise the most important decisions of that meeting.

Decision-making:

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

For important decisions, we do a majority vote and discuss it in meetings. If the decision can't reach a consensus (which we define as a majority agreeing), we make a list of pros and cons and everyone argues what they think is the best idea, regarding the list. If we still can't get a majority to agree, we will have to go to our TA, because we obviously can't start implementing two different ideas.

For not so important, smaller, decisions, a majority vote is not necessary and most likely will just be a waste of time. The person responsible for that task can decide on behalf of the group and inform the others. If anyone has any objections, they can mention them and the issue will be discussed in the group and a majority vote may be held anyways.

Dealing with conflicts:

How do you handle conflicts within the group?

Conflicts relating to the project are solved mostly through our system of voting. In case there is something like a personal conflict, we would have to go to our 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?

We expect general advice on how to handle certain things, or to help us out in case of conflict that we cannot solve on our own. We do not necessarily expect technical advice and will research the issue ourselves. We would like to get feedback on both content and collaboration.

Consequences:

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

Firstly, if the participant doesn't come to the meeting, or he doesn't meet the deadline, we will try to discuss it with the participant whether he was acting in that manner deliberately or if there were influencing circumstances. For example, if the member didn't come to the meeting, he/she has to compensate for the amount of work that needed to be done and also explain to the other members why this inconvenience happened. If the participant doesn't meet the deadline, we will try to ask whether they understand what he is asked to do, know the sources to look for information, or any other reasons. If it turns out that they had problems because it was too much work or because the deadline was too tight (anticipated amount of time was incorrect), we try to divide the issue into sub-tasks and assign it to multiple people. In case there is no good reason or this happens three times without any compensation or valid reason, we will contact our group's TA to discuss further actions. If there is a good reason, we believe constructive consequences are more helpful. We will try to help the member if we are able to, otherwise, redirect the participant for further assistance, for example to our TA.

Succesfactors:

What makes your team a dream team?

We all want to do our best to contribute to the project and we are dedicated to delivering a great final product. We have good communication in our team and we try to resolve every issue as effectively as possible. We also divide our work between a way that each one of us is working equally and this way we have the best possibility to finish the work on time. If we encounter problems, we inform the team timely and try to find a solution together. We are all interested in learning new things and enjoy the process. When we review each other's code, we leave constructive comments and work collaboratively on reaching the desired end-product.