

# The Code of Conduct

## **Assignment description:**

The main goal of this course is to create a functioning note taking application in a group of 5 or 6 students. This project will be done for the whole of quarter two. By assigning the groups at random it is made sure that most groups consist of students that do not know each other, therefore making this project the first assignment they will be working on together. Because of this, the project is also a great way of learning how to work with new people. The course will also help to sharpen programming skills.

## **Target or ambition level:**

After discussing our preferred grade among the group, we decided it would be best to aim for the average grade of these preferences, which ended up being an 8.0.

## **Planning:**

We will be using the Issue boards to keep track of our work. This way we have an easy overview of who contributed to which task, when they did the task, and how long it took. Each team member must update their assigned tasks on the Issue board at least once every week.

## **Communication:**

For the communication between our team, we will mostly use WhatsApp, however if we need to contact our TA or the course staff we will use MatterMost. Responses to messages related to the project are expected within 48 hours.

## **Outside Collaboration:**

To keep up to date with our team, each week we will have additional meetings on Monday and/or Friday. These meetings will be about 10-15 minutes long and in these meetings we will catch up on where everyone is at and shortly discuss any important points or questions among the group.

## **Helping each other:**

If someone needs help, they should ask the other members of our group. They can for example do so during meetings or via WhatsApp. Requests for help should be acknowledged within 24 hours, and a response to the request should be provided within a reasonable time, typically within two days.

## **Work quality:**

For each issue, we have added a couple of subtasks using a checklist. If all of these tasks have been completed and the code was tested, we consider the work quality to be sufficient and ready to merge. Merge requests for small changes and bug fixes must be approved by at least 1 other team member, while merge requests for features require approval from at least 2 others. All merge requests must be reviewed and approved within 48 hours of submission.

**Decision-making:**

Our decisions will be made by a majority vote. If a decision requires input from all team members, a meeting must be scheduled, and responses collected within 48 hours.

**Broken agreements:**

When an agreement is broken, we will first communicate with the person responsible to understand why. If this is not possible, we will escalate to the TA for help. In both cases, we will aim to resolve the issue within three days of identifying it.

**Problem resolution:**

If there are any disagreements among the team they should always be solved. Minor disagreements between individuals should be resolved between them within 24 hours of identifying them.

If there are disagreements between multiple people we will hold a team meeting where both parties try to present their cases. After hearing both sides, the remaining team members will deliberate and vote to decide the outcome.

If someone is late to a team meeting, they must bring snacks for the whole team (including the TA) to the next meeting and ensure they are on time. This must be fulfilled by the following meeting.

If a team member consistently arrives late or refuses to complete their work, and their behavior does not improve after two team discussions, the issue will be escalated to the TA or an appropriate external party within one week of the second intervention