

Code of Conduct

Team name: Altab Productions™

Shared team values:

1. Be respectful and respectable to each other
2. Follow the deadlines and work hard
3. Be honest if you mess up and ask for help on time
4. Teamwork makes the dream work

Assignment description:

Make an interactive project/task management software using JavaFX and Spring Boot.

Target or ambition level:

We are aiming for a grade higher or equal to 8.

Products:

By the end of the project, all notes and agendas, plus the final version of the app should be ready and submitted. We will share documents on Discord and Mattermost. It will all be organized in the repository at the end. Everyone in the group should approve of the work before it gets submitted. It also should meet the requirements of the assignment.

Planning:

We will write our goals and todos for the week in Trello or a document for task organizing. Everyone should approve of the documents before submission. The notetaker of each week will submit the necessary documents to Brightspace.

Behavior:

All team members should treat each other with respect. If disagreements occur, the chairman should lead the conversation in the proper direction. If a disagreement persists, the chairman can initiate a vote so that it is democratically decided. Depending on the lateness, a proper action will be taken to prevent further inconveniences. If someone is late multiple times without proper excuses, we will report it to the TA.

Communication:

We will use Discord for most of the communication and organization aspects and to carry out our TA-less meetings. Documents will also be shared with the TA via Mattermost. We don't plan to share anything via WhatsApp or telephone, and might exchange files via email.

Commitment:

At the start of each meeting, each member will present their work from the previous meeting to the current one. Thus, if someone else considers their work to be inadequate they can make a complaint.

The flow and organization of the meeting will dictate how well the chairperson and notetaker have prepared the meeting.

Division of tasks and roles:

We started with Mateo as the minute taker for the first week and then created a schedule for the following weeks, which is as follows:

Rotating cycle for minute-takers: Mateo - Max - Marit - Lucas - Daria - Damjan

Rotating cycle for chairman: Damjan - Mateo - Max - Marit - Lucas - Daria

Meetings:

The team meeting will take place at least twice a week. Everyone should be able to explain what they have done since the last meeting. The chairman should have a clear view of how the meeting should be carried out.

Decision-making:

We aim for consensus on all major decisions, but in case of a disagreement we will make a compromise in which everyone is happy (or least unhappy) with the decision. In matters which are unconnected to the technical aspects of the project we will contact the TA.

Dealing with conflicts:

If the conflict is minor, we will consult other teammates to help resolve it. Worst case, we go to the TA.

Guidance:

We expect feedback and clarification on the *content* from the teacher and on the *collaboration* from the SA.

Consequences:

They will become the notetaker for the next meeting. If the behavior continues then the group will consult the TA.

Success factors:

- Motivational Goals
- Shared Responsibility
- Open Communication
- Respect for differences
- Flexible customization
- Show initiative

Norms or evaluation criteria:

- Code readability
- Keeps deadlines
- Good communication
- Helps others
- Is punctual
- Participation/Productivity