**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: “Sassy Rayz”**

**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. Respect each other
2. Honesty
3. Respect deadlines

**Assignment description:**

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

* Develop teamwork skills.
* Develop communication skills.
* Expand practical subject knowledge.
* Achieve a working and successful final product.
* Have fun :D

**Target or ambition level:**

**What grade are you working for?**

We are all aiming for a 10.

**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?**

We should deliver, as per the client’s requests, a working final product.

We will use Google Docs as a collaborative text editor, and we will use a Discord server to communicate outside of meetings, for more urgent communication we will use a WhatsApp group chat. We will upload the necessary documents to Gitlab.

As for the product we submit, the whole team should be satisfied with the quality of it.

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

We are only capable of using communication to make sure the deadlines we have assigned are respected, beyond that we communicate with the TA about what actions we should take.

Task division will be done during the weekly meetings. Specific deadlines will also be assigned then.

The final deliverable will be committed to GitLab by the current minute taker of that week.

**Behaviour:**

**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 respectfully, aligning with our team values. We expect everyone to treat each other the same. Disagreements will be solved with explicit communication, potentially in the form of meetings with the support of the team, if no resolution is found, we will take the help of the TA.

As implied with our team values, we will try to be as honest as possible, therefore we will rely on each other to be honest about late showings. We will implement a system where if someone is more than 10 mins late (unless there is a good reason), they will buy snacks for the rest of the team. We will also implement a strike system (3 strikes), with details pertaining to this system being refined as we go on.

**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?**

We have set up a Discord server as our main tool of communication. Here we will share important documents, meeting times, and just communicate with each other. We also have each other’s phone numbers for urgent communication.

Meeting schedule, agenda points and all other meeting-related details would be shared via Discord. The WhatsApp group will be used for more urgent matters, e.g. announcing a late presence to a group meeting.

**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?**

We will have debriefing sessions at the start of each meeting to determine the quality of our work, and discuss if we need help. If we are really unsure, then we will seek the advice of the TA.

We will also discuss all the tasks before each deadline to assure good product quality. If at some point anybody finds other’s work as insufficient, we will talk about it immediately. We will feel free to challenge one another.

**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?**

We start by using a random number generator to decide the first chairperson and the first minute taker. After this, we will follow a rotation, where the chairperson of one week will be the minute taker the following week. Beyond the first week we will decide with context of how our group performs. We will also make sure that everyone is the chairperson and minute taker at least once.

*Task division:* our aim is to divide the tasks in a fair manner: we will try to split tasks such that everyone will contribute evenly on either part of the project (frontend & backend).

**Meetings:**

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

More than a day before the meeting, the chair (with the help of other team members) will produce the agenda for the meeting.

Also, before every TA meeting, we will try to meet at least 15 minutes beforehand to prepare any questions we may have for the TA, and to make sure we use our time wisely. If needed, we will also stay together after the TA meetings to continue working on what we need to.

Every week, we will meet two times outside of TA meetings: once just after the TA meeting, and once every Thursday morning (usually 10 a.m.). We will use the meeting proceeding the TA meeting as a consolidation session, to prepare for the coming week. During these sessions we will make a to-do list for any upcoming meetings/self-study work, and we will use the session on Thursday as our main working session.

**Decision-making:**

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

Minor decisions - at least 4 out of 6.

Major decisions - consensus.

Major decisions include:

* Scheduling
* Task division
* Assignment approval

Everything else is a minor decision.

**Dealing with conflicts:**

**How do you handle conflicts within the group?**

Discussion, voting, communication.

**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?**

Tell us if we are keeping a good pace and whether we are successful at working as a team. Push us in the right direction in case we start losing track.

**Consequences:**

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

First, try to talk to them, understand their situation.

We can reach out to the TA whenever we’re incapable of solving the situation.

We will also use a strike system. A person gets a strike for:

* missing a personal deadline;
* being late to a meeting (10 mins limit unannounced & 20 mins with valid reason). Valid reasons include but are not limited to:
  + transportation problems;
  + health issues (in advance);
  + personal issues (should be discussed with the TA if uncomfortable with sharing among the team).
* dodging meetings intentionally.

Should anyone get three strikes, we will report this to the TA and consult about what we should do in the given situation. Details of the strike system will be refined as we go on.

**Success factors:**

**What makes your team a dream team?**

* Hard work
* Positivity
* Helping peers in need
* Collaboration
* Abiding by the code of conduct

**Norms or evaluation criteria**

**You will evaluate your own and each other’s 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 respectful.
3. Contribution to all of the tasks.
4. Willingness to help others when needed and to ask for help when needed.
5. Actively contributing to the ideas of the project.