**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:**

*Zeventy-five*

**Shared team values:**

Values ​​are your fundamental beliefs or ideals. It is the core of what you strive for and from which your behavior is shaped. Discuss and write down your team values (min. 3).

*1. Respect*

*2. Creativity*

*3. Cooperation*

**Assignment description:**

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

*Utilise our team members’ capabilities to create a functional to-do list application.*

**Target or ambition level:**

What grade are you working for?

*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?

*Google drive: collaborate on process-related documents*

*GitLab: upload finished documents and work together on code*

**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?*

*We decide on deadlines together.*

*We decide together who is ultimately responsible for the quality and submission of each deliverable.*

*We communicate whenever we don’t think we’ll make a deadline in time.*

*If that is indeed the case for one of us, we take action depending on the reason because of which one of us did not make it, and act accordingly. We evaluate these situations case-by-case.*

**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 with respect (as per one of our core values) and value any opinion or feedback regardless of who gives it.*

*Disagreements about implementation are decided using a vote.*

*Disagreements about who does what (amount of) work are decided using rock-paper scissors.*

*In case of more personal disagreements, we evaluate them case-by-case.*

*If someone is late during a meeting, we continue without them, get them up to speed when they arrive, and try to find out if/how this can be prevented in the future.*

**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?

*Whatsapp: short, on-phone, communication*

*Discord: longer, on-computer, communication*

**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?

*Aside from buddy checks, we will go over the contributions of each team member as a group once in a while, giving appropriate feedback or support if necessary. We strive to create a positive feedback loop, in which every one of us gets better by utilizing other people’s remarks about his performance.*

*The commitment of the chairs and minute takers will be evaluated after the meetings in which they participated by the other team members in a similar way.*

**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?

*The chairperson and minute takers are rotated each week except for the midterm in alphabetical order (Arpi, Atanass, Jimmy, Konrad, Matus, Robert). For week 2 the chairperson and minute taker are Robert and Atanass respectively. If a chairperson or minute taker can’t be present during a meeting, he switches places in the order with the person after him.*

**Meetings:**

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

*The group meets twice a week, once on Tuesdays with the TA and once on another day of the week chosen by the group members. The day is chosen a week beforehand, so everyone gets the time to plan around it, and is susceptible to change, if that would allow more team members to be present.*

*For each mandatory meeting a planning and log is written.*

**Decision-making:**

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

*Described previously under “behaviour”*

**Dealing with conflicts:**

How do you handle conflicts within the group?

*Following our team’s shared values, we try to solve conflicts via respectful 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?

*We are of the opinion that every piece of feedback matters, so in an optimal scenario we’d like feedback on both the content and the collaboration.*

**Consequences:**

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

*We will go over such circumstances case-by-case, as the reason may vary dramatically.*

**Success factors:**

What makes your team a dream team?

*The people*

**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. *aligns with our values*

2. *sticks to deadlines*

3. *contributes meaningfully to the project*

4. *helps out if someone struggles*

5. *participates in team activities*