**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.

**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. Being a considerate listener*

*2. Responsibility*

*3. Straight to the point*

**Assignment description:**

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

*We need to create a system to efficiently develop an algorithm to find out the most efficient way to distribute packages. If done correctly, we should also be able to expand on this algorithm easily.*

**Target or ambition level:**

What grade are you working for?

*An eight.*

**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 have solved the problem we have chosen and expand on this problem as well.*
* *A sufficient report on the model we created*
* *A poster which accurately represents our work*
* *An evaluation of the entire project*
* *Everything has to be approved by a different member of the group*

**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 set deadlines and trust each other to finish our work within the set times. We make an expanded planning on 04/26 so all the deadlines and rule for the standards of the work are clear to everybody.*

**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 everybody with respect.*
* *If someone is neglecting their responsibilities, we go into conversation with them and if that doesn’t work, we may have to remove them from the group.*

**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 use a WhatsApp group and discord to communicate with each other and we use GitHub to save and share our work. We used the google suit of products to facilitate us in our project.*

**Commitment:**

How do you determine the quality your groupwork, so that each team member delivers the same quality?

How do you measure the commitment of the chairs and minute takers?

*We make sure to distribute the work evenly to each member and everyone should finish their own work. Another member of the group reads through the submitted work and checks for the quality of the work.*

**Meetings:**

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

*We hold a meeting at least twice a week for now and if we feel like it is necessary, we can increase the amount of meetings. Before every meeting each member of the group thinks of what they’d like to discuss and we also keep track of a list of points to discuss while working.*

**Decision-making:**

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

*The goal is always to reach a consensus, and if we really cannot reach one, we will go by majority vote.*

**Dealing with conflicts:**

How do you handle conflicts within the group?  
*We talk about it and make sure it doesn't happen again. If we can’t work it out within the group, we ask the tutor to mediate.*

**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 them to answer questions that might arise during the working process, we expect them to help us if we get stuck or go in a completely wrong direction. We also might ask them to intervene (see point above).*

**Consequences:**

What are the consequences if a participant in the group does not keep the agreements?  
*We try to have a civil conversation with them, if that doesn’t work out, we might have to kick them out of the group.*

**Success factors:**

What makes your team a dream team?

*Creativity, work flow, passion and cohesion. We will have a clear goal in mind which we can efficiently reach by working together.*

**Evaluation criteria (norms) for peer review (see also the study guide)**

You will evaluate your own and each others work in this project twice: once half way, and once at the end. Discuss and write down your team criteria. You need at least five different criteria (e.g. ‘keeps deadlines’).

1. *Punctuality*
2. *How you handle problems*
3. *Personal input / drive for the project*
4. *Manages deadlines well*
5. *Communication to the group*
6. *Quality of produced work*