

# Project Report – Group 16

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## ABSTRACT

### 1 INTRODUCTION

The Code of Conduct is a set of rules defining the expected behaviour of the team members and their responsibilities regarding the project and each other.

It is essential for a team to have a code of conduct, so there is a certain level of consistency between everyone. In this document we will discuss shared team values, assignment description, ambition level, planning, behaviour, communication, commitment, decision-making, dealing with conflicts, consequences and outside collaboration.

### 2 SHARED TEAM VALUES

Our team has many core beliefs and ideals that it strives for. The most important ideal when it comes to working in a team is **honesty**. Teammates have to be fully honest with each other in order to forge a healthy and supportive environment. Keeping information from other teammates could lead to misalignments in expectations. This can be fatal when it comes to large scale projects, since any small issue can break the whole project. In addition, teammates should not be afraid to ask for help in case they are stuck with any part of the project (implementation, understanding of tasks) and they should expect to receive the clarifications they need.

Another incredibly important ideal is **integrity**. Teammates have to keep to their moral principles in the project. Everyone should be equal in terms of work and someone should not be forced to do consistently more work than someone else. This is also vital for keeping a healthy and supportive environment, where everyone feels treated fairly. A lack of integrity might lead to a lack of trust and this can cause major problems, which in turn can lead to a lack of proper teamwork and communication.

It is vital for everyone to be **open to changes** and new features and ideas. If teammates are not open-minded to different ideas and methods, it can lead to major disagreements between teammates. Everyone should strive to consider all ideas equally, in order to come up with the best possible outcome. We should be able to compromise to include everyone's ideas into the project, rather than being rigid and not accepting different ideas.

An incredibly important value not only in a project, but life in general, is **respect** towards your fellow peers. Everyone should be treated equally and fairly at all costs for who they are. No one should work hard and not get any recognition for the effort they have put in the project. Everyone should be treated nicely and fairly and no one should hold a prejudice against a teammate. Not doing so would break a good and supportive environment.

Teammates must take **responsibility** for their actions. When tasks are distributed among people, everyone must take full responsibility for the tasks assigned to them or speak up about any issues they are facing. If teammates do not finish the tasks assigned to them on time, or make excuses for not being able to finish their

work, the whole project could lag behind because of them. If someone makes a mistake, it is necessary for them to own up to it and attempt to fix the issue. The whole team must be able to rely on each other to finish the tasks assigned to them.

### 3 ASSIGNMENT DESCRIPTION

The main objective of this course is to learn how to work cooperatively in a team. We have to work on a web application through which users can keep track of how much money they owe others. Instead of continuously paying smaller sums of money, users can simply keep track of smaller transactions on the web app, and pay back what they owe others on a later date.

We need to create interfaces through which users can create or join events, add, edit and delete expenses in specific events, and pay back their debts. We must learn to use HTTP, JSON, web sockets, etc. in a practical setting. There are many objectives and deliverables that have to be met through this web app, and we expect to gain valuable knowledge about some of the tools we can use to make an effective product. However, developing the app is only one of the main objectives of this course, with some of the others being collaborating in a team, distributing the work, planning out the task, organising meetings and deadlines, etc.

Through this course, we aim to obtain vital communication and teamwork skills, which are bound to be useful in the future. A major aspect of teamwork is settling debates, arguments or disagreements in a formal and sophisticated way. As a team, we need to communicate issues with each other, and be organizationally efficient.

### 4 TARGET OR AMBITION LEVEL

Although we strive for at least an 8, we do not necessarily care about the grade that we get. We will be working for a grade that is representative of the effort that we put in the project. Our primary goal is essentially to learn the principles of software engineering from the project. It is the first project in the bachelor's degree program, so there truly is a lot to learn, especially the basics of a proper teamwork dynamic and proper deadlines, which are not necessarily set by a teacher or person with absolute authority (to an extent). However, our goal is to try to put our best effort into the project by staying on top of the work at all times, even trying to be a week ahead so we have some free space at the end to finalise the project. With this mindset we will be aiming for a mark approximating or higher than an 8.

Nevertheless, if we are not able to keep track with our provisional planning that we set at the beginning of the project, we will be completely satisfied to compensate with a lower grade, as long as it is still representative of the effort that we put into it and as long as it is a passing grade by all means.

To summarise this bullet point, we aim to get a grade higher than 8, but the most important aspect of it is to represent our hard work and effort that we will put into our project.

## 5 PLANNING

To ensure that each member finishes everything on time, we will set deadlines. This will allow team members to see when their work is due and help keep everyone on track. For our assignments and tasks, we will set deadlines for each other. If a deadline is not fulfilled by a teammate, they get a strike. The consequence that comes with this strike, is that a separate deadline will be set for their next task. This deadline will be one or two days (24-48 hours) before the deadline of the teammates that did complete the task on time. The severity of the deadline penalty will be determined by the importance of the next task. As an example, let us say the next task is writing vital code for the application. In this case, the penalty for not submitting it on time will be worse than when the text task is committing the notes of a meeting to Gitlab. When the teammate misses the deadline penalty too, we will want to have a good clarification. Otherwise, we as a group will talk to the TA that is assigned to our group project and explain this situation.

We as a group strive to deliver a good end product, which can be achieved by committing to this agreement. We can separate tasks into small pieces. This will help us complete the project and tasks step by step, going from specific to general. We can check our progress and give feedback to each other. This may allow more people to see the project or that task and help us to notice deficiencies or improve the project with new ideas.

We have not yet clarified who will have a final say in the final deliverable and submit it to Brightspace, but the person who will do it must be able to express himself/herself well, must have clear communication and master the project in all its details. We think everyone on our team can do this.

## 6 BEHAVIOUR

In our team we will treat each other as equals and we will respect everybody's opinions and contributions. We believe that our differences and unique features are what bring us closer and help us expand our points of views. We always listen to one another's ideas and their arguments before deciding if we agree or disagree. In the case of the latter one we express our own beliefs in an appropriate manner and with politeness.

If disagreements are to arise we will not act without consideration and we will solve them together respectfully. Decisions will be made as a team and never as an individual. Everyone has equal importance and it is fundamental to do what is best for the entire team.

We will not be irritated if somebody is occasionally late or if they arrive late but within 15 minutes - unless the importance of the meeting requires full promptness. Also being late due to a factor outside of their control (ex: train is cancelled, health emergency) is overlooked unless it is a recurring event. In the case that somebody is constantly late without a reasonable motive, then we consider the first measure we should take is to discuss with them based on three criterias: content-process-relation. We make sure that they were aware of the meetings scheduled, if they were aware about

the different circumstances they could have expected getting to the established place, and if there is any resentment or animosity towards any members of the team. If the person who was late is not willing to communicate or is uninterested in solving the issue we go talk to our TA about it.

We consider that we should be able to solve most conflicts between us but if anyone causes problems that heavily affect our ability to pass any assignments (ex: constantly late, does not participate in meetings, does not upload code in time) and discussing with them does not work then it is time to go communicate those problems with our TA.

## 7 COMMUNICATION

Our main online communication channel will be a Whatsapp group chat. In this group we will ask questions to each other. When working in smaller groups we can just text each other privately. To communicate with the TA, we can use the platform provided by our course, Mattermost. On this application we have a group with all the team members and the TA. There is also an opportunity to communicate with the TA in a private direct message.

To communicate as a team, we will organise meetings. Our meetings will be in-person and online. If we want to work on a group assignment or on a task that requires direct teamwork, these meetings will be held in person. For meetings that are meant to check up on how everyone is doing and see what the progress on the application is looking like, we will meet online. For these kinds of meetings we will use Discord, on which we can have multi-person calls. There will be meetings that do not require for everyone to be present, only the people working on the task assigned to them. In addition, if somebody cannot be present to an in-person

To share code snippets, we will use our Discord server. We have multiple conversation channels, of which one is dedicated to code snippets. To actually add code to the application, Gitlab will be used. This way all the data we will send to each other will be organised.

## 8 COMMITMENT

We determine the quality of one's work by how punctual they are, how complete their work is and how much we can see they actually try to learn and understand the subjects we tackle. We also reflect back on our meetings to decide if our discussions were relevant and if they helped push us closer to reaching our goals. In the eventuality that something goes astray we will analyse the way we organise and change it for the better.

To measure the chair's commitment we firstly take into consideration at what time they uploaded the agenda, which should be posted by Sunday afternoon. We will also look if the points mentioned are truly relevant for where we are with the project and if they cover all the duration of the meeting. It is also important for the chair to speak calmly and allow and encourage everyone to contribute during the meeting. The minute taker should take their role seriously and write down all important discussion points of the meeting and evidently write them accurately. A few errors due to misunderstandings are not an issue, but the minute taker should be agile and ask for clarifications.

## 9 DECISION MAKING

For the decision making process, only the group members involved will be required to attend in order to prevent redundancy. In order to ensure minimal potential time loss due to inefficient allocation of resources, we believe that we should primarily come to a full consensus where everyone involved with the decision is content before conducting any further developments on the project. This way, any potential issues will be addressed while the decision is being made. We as a team are aware that this will likely result in much longer meeting times, as each issue will need to be addressed before a full consensus can be made, thus some consensus may result in trade offs being necessary.

On the other hand, we have considered using a majority vote for the decision making process, however, this will likely result in sub par performance due to unresolved issues from the losing parties. In the case that an unexpected complication arises during the development process, the decision is allowed to change after further deliberations with the other developers involved. In summary, our decision making process will primarily be done through consensus among all the group members involved as this will reduce potential issues and improve the quality of the work.

## 10 DEALING WITH CONFLICTS

As mentioned in the section about behaviour, if conflicts are to arise we will not act without consideration and we will solve them together respectfully. This way we will be able to ensure peaceful resolution among team members which should be one of our priorities as this could affect the quality of our work. In case that the conflict cannot be resolved between the parties involved, they will refer to an unbiased third party for clarification and eventually come to a consensus about the conflict after resolving the issues on both sides.

## 11 CONSEQUENCES

If a participant does not keep the agreements we have set up, we will use a strike system. When a teammate violates an agreement, they will get a strike. A team mate will only be exempt from a strike if their situation is a serious reason as to why they couldn't keep the agreement. This is only for the agreements about deadlines. If an agreement about behaviour or our shared team values is violated, the strike cannot be exempt. When a team participant has gotten two strikes, the group will consult a third party such as the TA that is assigned to our group.

## 12 OUTSIDE COLLABORATION

Collaboration outside of mandatory meetings is crucial for fostering a dynamic and innovative team environment. To facilitate effective collaboration, open and transparent communication is the key for us. Collaboration outside of mandatory meetings can take many forms. One effective way to collaborate is regular communication, which can be achieved through various means such as email, texting on social media platforms or project management tools. These communication ways allow us to share updates, ask questions and provide feedback in a timely manner, even if we are not meeting in person. In addition, the regular communication we think that having additional physical meetings can also be beneficial for our

project. We can schedule these meetings when we need to meet physically. The frequency of these meetings will depend on the complexity of the task and the availability of the team members.

We are considering having physical meetings at least once a week for now. It is also important to be responsive and timely in communication, as this can help ensure that the projects stay on track and deadlines are met. By working together and communicating effectively, we can achieve our goal easily and deliver high-quality work.