**Code of Conduct**

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.

**Assignment description:**

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

**In this course, our group has to develop a working application for a client. The application will consist of a quiz game that will ask clients a range of questions about different energy consumptions and uses. The format of the questions is multiple choice questions with a minimum of 3 answers. The goal of this quiz is to raise awareness about energy consumption and help users understand the importance of a transition into greener energy.**

**In the process, our group has to focus on proper scheduling by using the week agenda and basing on the TA hints from the Tuesday meeting. We will need to use task management to cooperate as a team, and overall group work. As a group we need to communicate to complete the project altogether.**

**Target or ambition level:**

What grade are you working for?

**We are aiming for a grade higher than a 9 to keep us motivated and to learn throughout the process. We know that might not be too realistic, so that’s why we agreed that no one would be disappointed with an 8 either. But we would rather aim high and get a lower grade than the other way around, because that could potentially mean that we are just comfortable with things the way they are, and we might not be putting in all the work we should to maximize the outcome. So for motivational reasons we will absolutely try our best and try to get a grade higher than a 9.**

**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 need to deliver a series of assignments throughout the whole of the quarter. These assignments include the HCI assignment where we will work on a report about the design of a group we choose to pair up with. We have teamwork assignments every week that we complete together in our Thursday meeting. At the end we need to deliver a working game-application that users will be able to play. As a final assignment, we have a final presentation. To do this we will look at our whole project and decide what features each person will talk about. All our work (agenda, notes, assignments, code) is going to be uploaded to our Gitlab project.**

**To communicate, we have a Mattermost channel with all our teammates where Alexandra, our TA, is also included. Besides that, we have a WhatsApp group for more informal matters such as meeting times or questions to each other, and a Discord channel to pass documents between us or set up video calls.**

**The standards for our code are: we will use whitespaces and TABS for visually pleasing code, classes will be evidently linked to their corresponding class name, attribute names are appropriate to what they store, if code is difficult to read on its own as it could be a complex method, the team member will try to explain it through comments. Overall, the work must satisfy the requirements of the client.**

**Planning:**

How do you ensure that each group 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?*

**Each week, the chairman of that week is responsible for the deadlines of that week. The work will be divided over multiple subgroups. The subgroups will be discussed beforehand, where everyone can indicate what they want to work on preferably. But since we want to be as effective as possible, we all take the group's needs before our own wishes, so if we end up disagreeing, everyone agrees to take a step back and reevaluate what is the most practical split up even if it’s not preferable for your individual needs. If someone really can’t cooperate, we will have  a discussion with him/her and if he/she can provide valid reasons why he/she can’t do that certain task or can’t work in that certain subgroup we will regroup, but if the other members vote on it and decide it’s not a valid reason, that means that the person who had the problem has to take up on it even if he/she dislikes the situation. If they feel like their problem is serious, and that they weren’t heard, they can include our TA or even talk to a student counselor. In that case what we expect from our TA is to have a few minutes to reflect on this during our meeting, hear both sides of the story and in the end be the one who decides who was right or wrong in the situation. And since in a sense our TA counts as a higher authority, so everyone must accept the choice she makes. If that still doesn’t happen it seems like the issue is too big to be solved in our circle and probably the university should be included in the situation as well.**

**The chairman makes sure every group finishes on time, that means every team member, individually, is responsible to report back to the chair by the end of the sprint, if that doesn’t happen the chair should do a follow up. In case someone didn’t finish their assignments before the deadline (which we hope won’t happen!!!), our group will evaluate the importance of the task, if it was a must have in that week, all team members will do their best and put as much effort in as they are capable to get it done as soon as possible. If it wasn’t that essential, the team member who failed to do his/her task will get a second chance to finish it, but it should be included that it doesn’t give any exemption from the tasks of the next week, on the contrary it is possible to give him/her more tasks than to others. It might seem unfair but at least this way we are making sure no one will fall behind. On the final product of a certain assignment, everyone should agree on and then the chairman will make sure that the work is submitted on Brightspace. Also, each time someone wants to merge their branch into main, the branch has to be reviewed by at least two other teammates. On GitLab everyone can follow the process, and if someone disagrees with a merge they can include their concerns in a comment, which is always taken into account.**

**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?

**Above everything, we have chosen to agree on treating each other with respect. It can be the case that in an argument over something on the project (e.g. disagreement on the name of a class because someone thinks another name would be more appropriate than the one used), people lose control over what and how they talk to others. This is where respect comes in and we will always try to direct ourselves towards teammates calmly. Everyone should be open minded towards another and everyone’s coding capacities since we all started from different programming experiences. Whenever a disagreement arises, if the two people arguing can’t solve it between them, which is the ideal case, we prefer the whole group to be notified as a third party probably has a more objective view on the issue and can offer their point of view to help solve the conflict. If the disagreement cannot be settled within the group with a discussion/conversation after everyone has offered their opinion, the student assistant will be contacted. What we would like the student assistant to do is to offer her own opinion on the subject. We trust that Alexandra has more experience than us and believe that her opinion, even though it is subjective, will help us come to an agreement. She can obviously not make decisions within our project since she is here to guide us and we are the ones receiving a grade, so we would simply ask us for her thoughts on the argument and maybe what she would do in our position.**

**If someone knows they will be late and notifies the group, we are aware that they are unable to make it to the meeting and we will focus on completing tasks that can be done without the involvement of the missing team member. If someone is late to a meeting without warning, we give them a 15 minute margin to get there. If they don’t make it one time, we just make them buy cookies for the whole group in the next team meeting. However, if this happens again, we would try to talk to the team mate about it and let them know how they are affecting the group’s work. We want to think that they will fix this behavior. If this isn’t the case and the person continues to arrive late to meetings, we will report it to the TA so she knows that this team member is less involved in the project. We find that the TA notes down the involvement of everyone so maybe that person’s grade gets affected by this behavior.**

**Communication:**

In what ways do you communicate with each other as a group and among yourselves? (in the studio/MS Teams/Miro/Discourse)

**Our group communicates through mattermost, which also includes our TA, but in order to talk just among us we use Whatsapp, which is very informal, but we do schedule our individual meetings there, and we also use a Discord channel to be able to join online during a meeting and to share project related stuff. We meet in person at least one time a week besides the meeting with our TA. If someone tries to communicate through other ways the whole group will have to be informed and the person who texted in the different platform will be told not to do it again. If the person does it again he will reported to the TA, and the TA can reflect on it during our meeting. The official chats and everything that may be regarded as useful to the grading MUST be sent through Mattermost.**

**Commitment:**

How do you determine the quality of each group's work, so that each group delivers the same quality?

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

**Before work is submitted or merged in a branch, it is reviewed by at least two other group members. For code styling the group has agreed to use TABS and whitespaces to make the code readable, the methods should be around 20 lines and the limit will be 50 lines preferably. Moreover, the classes will be evidently linked to their corresponding class name, variables will have self-evident naming and the whole group will have the same checkstyle settings in order to have similar code style on the final product. The chairs and minute takers are monitored by the other group members and helped in their process. The minute taker is responsible to write down what is said from the TA during the meeting and especially include details of the feedback given. The agenda of a meeting will be posted on Gitlab before each meeting with the TA. The notes of a meeting with the TA will be posted on Gitlab after the meeting, and they will be used by the group later on to help them do what is left. If the notes are not clear and the members cannot understand them, then the minute taker will have to explain the notes, answer questions or even rewrite some parts of the notes, in order to make it easy to understand. If he/she does not agree on re-writing then he/she will be reported to the TA, and the TA will have the authority to decide what’s the best decision.**

**Meetings:**

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

**We have one regular meeting with our TA on Tuesday. We have one other group meeting scheduled on Thursday. The chairman of the week will prepare a small, informal agenda for our meeting on Thursday that tells us what needs to be done. In the hypothetical (and also unlikely) case that we finish up everything before our usual Thursday meeting, we will still meet and discuss what more we can do and maybe work in advance. Besides that, the subgroups will meet on their own time. If work isn’t finished, or we aren’t properly prepared we will have a small meeting on Monday before our meeting on Tuesday to finalize our work for the TA. But it should be clear that the meeting on Monday isn’t set in stone, so we shouldn’t expect everyone to show up if it wasn’t agreed on, or if there wasn’t a one week notice in advance. If necessary, it is always possible to schedule more (even online) meetings. Those meetings will all be scheduled one week in advance, so at the start of each sprint all team members will know when a meeting is happening. For the meeting on Tuesday, the chair prepares an agenda and every group member prepares questions if necessary. All tasks for the sprint should be finished before the TA meeting.**

**Decision-making:**

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

**When a decision has to be made, we would like to have a conversation about it. We believe this is the best way to bring out the pros and cons about both possible choices and come to the most convenient decision for the group. Everyone can be thinking of a different reason on whether to choose one option or the other and maybe someone else hasn’t realized some of these points and sharing them between everyone may help people come to a more educated decision. We hope that consensus is the way we can always use to reach an agreement between the whole group. If consensus doesn’t work we will then have to resort to a voting. We would like everyone to be involved if this is the case so that the decision covers everyone’s opinion. The voting is the final decision, if there is a case where the voting is coincidentally 3-3 and we are once again split, we will assign the decision to whoever is in charge of that issue/ part of the code and they can decide on their own.**

**Dealing with conflicts:**

How do you handle conflicts within the group?

**First of all we felt like we should clarify that we treat each other with respect, our relationship is based on trust. So in case of a conflict, both sides should be understanding and shouldn’t make the other person’s opinion unwanted or overlooked. All members are valued, and we should always follow the guidelines, that we should treat each other the same way we expect others to treat us. Whenever there occurs a disagreement which can’t be settled in a civilized manner between the 2 parties, the whole group has to be notified. After that during our next meeting both sides can make their argument in a formal way and the group can be the judge of the situation that arose. If the disagreement still cannot be settled, the TA will be contacted, whose word is final in all matters and should be respected.**

**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 the student assistant to respond in a reasonable amount of time. As we have meetings two times a week we would appreciate it if she responded before the next meeting or obviously before a deadline so we have enough time to adjust to the feedback she gives us and correct our work/assignment. We also would like for her to give us her overall opinions on everything she sees is worthy of commenting so that we can improve on everything on the project. If there is nothing she has the necessity to comment on, we would think everything we are doing is correct and we won’t make changes to our work. This feedback includes when we are doing something wrong so we can improve on it, but also when we are doing things right, so we know we don’t have to change anything or worry about the project. We would like feedback on both content to know the quality of our work and also on the collaboration part so we know our grades will be good, because if not, it’s something we can easily change to improve our grades.**

**Consequences:**

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

**If a group member does not keep to the agreement we will try to intervene as a group. If this does not help, we will have to contact the TA. The TA then will take suggestions from what the rest of the group decides and then act depending on these. For example if someone is late and does not seem to care about not being late he/she will be reported to the TA. Then the TA will get suggestions from the rest of the group (for example, to reduce his final grade). Then the TA will decide based on those suggestions and write down the incident in order not to affect the grades of the other members.**

**Successfactors:**

What makes your team a dream team?

**Our team is a dream team because there is chemistry and we can also go along beside the mandatory assignment. We are willing to build on our relationship outside of the assignment.**

**Own extra rules:**

1.      Don’t be late for meetings (late is 10 minutes) without informing

2.      If you can’t make a meeting at all, inform the day before the meeting

3.      During the meetings, phones are on silent and put away

4.      Everyone comes prepared to meetings with questions they have about the project

5.      At the start of each meeting, every member will give an update about his/her progress and questions

6.      During a meeting, there will be a break if everyone agrees

7.      Everyone participates in the group chat If necessary

8.      During a decision making, everyone gets to say his/ her opinion

9.      Speak up if there is anything you don’t like about anyone or something in the project

10.  Everyone participates in all aspects of the project and if someone has a preference to work on a specific task, he/she has to ask the team

Chairman/ minute taker schedule:

|  |  |  |
| --- | --- | --- |
|  | **Chair** | **Minute taker** |
| 3.2 | Pavlos | Marina |
| 3.3 | Hanna | Daniël |
| 3.4 | Janek | Liviu |
| 3.5 | Marina | Pavlos |
| 3.6 | Daniël | Hanna |
| 3.7 | Liviu | Janek |