**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 and meet his requirements. The application will be a game that raises awareness for the energy transition. In the process, our group has to focus on proper scheduling, task management, and overall groupwork.**

**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.**

**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?

**At the end we need to deliver a working game-application. We have a Mattermost channel with all our teammates. Besides that, we have a WhatsApp group for (informal) communication and a Discord channel. Our work (agenda, notes, assignments, code) is going to be uploaded to our Gitlab project. The submitted work has to have proper code style and must be easy to read (with comments). 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 chairman makes sure every groups finishes on time. Everyone agrees on the final product and the chairman makes sure the work will be submitted to Brightspace. Each time someone wants to merge their branch into main, the branch has to be reviewed by at least two other teammates.**

**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. Whenever there occurs a disagreement, the group has to be notified. Everyone should be open minded towards another. If the disagreement cannot be settled within the group, the student assistant will be contacted. If someone is 15 minutes late for the first time, he/she has to buy cookies for the next meeting. If someone is 15 minutes late for a couple of times, we will have to report it to the TA.**

**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 for communication with our TA, Whatsapp to talk among us and to schedule meetings and through Discord 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.**

**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. We use TABS. The chairs and minute takers are monitored by the other group members and helped in their process. 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.**

**Meetings:**

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

**We have one meeting with our TA on Tuesday. We have one other group meeting 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. Besides that, the subgroups will meet on their own time. On Monday we have a small meeting before our meeting on Tuesday to prepare for the TA. If necessary, it is always possible to schedule more (online) meetings. For the meeting on Tuesday, the chair prepares an agenda and every group members prepares questions if necessary. All tasks are finished before the TA meeting.**

**Decision-making:**

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

**If there is a decision to be made, we will first try to come to a consensus through a discussion with the group. If we can’t come to a consensus we will resort to a voting.**

**Dealing with conflicts:**

How do you handle conflicts within the group?

**We treat each other with respect. Whenever there occurs a disagreement, the group has to be notified. If the disagreement cannot be settled, the TA will be contacted.**

**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. We would like to hear whenever we are doing something wrong, but also when we are doing things right. We would like feedback on both content and collaboration.**

**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.**

**Succesfactors:**

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** |
| 3.1 | Pavlos | Marina |
| 3.2 | Hanna | Daniël |
| 3.3 | Janek | Liviu |
| 3.4 | Marina | Pavlos |
| 3.5 | Daniël | Hanna |
| 3.6 | Liviu | Janek |