

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:

Suggestions for team names:

FinishedMyVeggiesThx

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. be willingful to cooperate, communicate, take constructive criticism and compromise
2. be respectful to each other's time and ideas
3. take the initiative, speak with an open mind

Assignment description:

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

We need to create an application to help people plan their tasks or chores. To do that, we need to code using Java programming language, receive and give feedback, and learn how to cooperate in a team. This project resembles an interaction between a client and a team of computer scientists. With this in mind, we will have weekly meetings to work towards the previous-mentioned goals.

Target or ambition level:

What grade are you working for?

10

"Shoot for the stars and land on the moon" - as Andy Zaidman said during one OOP lecture
Our goal is to finish all the requirements, then work on any optional features.

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 deliver a web application for managing and sharing boards for tasks. We will have the code shared through GitLab and also use Google Docs for different files. As a means of communication, we will use Whatsapp and Discord. The standard for each piece of code is that it should be readable, well-tested and commented.

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 are going to set another deadline prior to the actual deadline, on Wednesday at 23:59, to check if everything is in place. If someone thinks that they cannot do the assignment they should inform the others. If someone does not finish their part, the remaining things will be split such that they can be done in time. At the end, we will all look at the project as a whole to check for mistakes. After that, the chairperson of that week will submit the project on Brightspace.

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 try to make a friendly and welcoming atmosphere inside the team to encourage everyone to speak freely. To handle disagreements, we will talk among ourselves. If that does not work, we will ask for help from the teaching assistant. If someone is late during a group meeting, we will not delay it, proceed with the meeting as is and if that person always arrives late, we will reschedule the meetings accordingly to fit everyone's timetable.

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 plan on using Whatsapp for scheduling meetings, Mattermost for talks with the TA, Discord for online meetings.

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?

We determine the quality of the work by having an explanation next to the code and also by examining the amount and quality of the feedback given by that person.

The commitment of the chairs and the minute takers will be reflected on the meetings themselves. If the chair is not devoted to his/her role, the meetings will be longer and unproductive. For minute takers, if they do not fulfill their role accordingly, the summary provided at the end of the meeting will be poor.

In case the chair person is late, the minute taker will start the meeting.

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?

We give each group member the chance to be a chair and a minute taker by rotating the roles weekly. Everyone should go at least once. Once everyone has gone at least once, the group and the individual will then decide on their roles based on preference and performance.

Meetings:

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

We will have 2 set meetings per week. If needed, an emergency meeting will take place. It depends on the amount of work. Towards the end of the course, we expect to meet around 3 times a week. Preparations are mainly done by the chairperson who makes the agenda, and everyone should meet their deadlines by that meeting. In preparation for the next meeting, the team will decide on the next chair and minute taker.

Decision-making:

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

We will try to reach consensus, but if not we will end up voting on the matter. Everyone should be given independence on the individual tasks set to them, any other decisions should be made by the whole team

Dealing with conflicts:

How do you handle conflicts within the group?

We will first communicate and try to be objective about the conflict. If the situation is extreme, we will contact the teaching assistant.

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 want guidance on the submission, grading rubric and other clarifications about the project itself.

Consequences:

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

For the first misstep, we will hold a meeting to converse with them to understand what is the problem and plan accordingly. If the person still does not keep its agreements, the team will have to discuss with the TA about the matter and take appropriate action.

Success factors:

What makes your team a dream team?

We created a dream team because we are: hardworking, ambitious, respectful, collaborative, inclusive and friendly.

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. Keeps deadlines set by the group and the course
2. Communication about important changes or updates should be clear and timely
3. Well commented, readable, code (and well tested)
4. Ability to have an objective view on one's own work and that of others
5. Being able to explain what the person did