Code of Conduct

This document contains agreements we made with each other in order to be a successful team. Our entire team agrees to everything in this document. Note that this document is flexible and can, by agreement, be changed during the project.

Team name:

Group 4

Shared team values:

In this part we will explain our fundamental beliefs and ideals. This is the core of what we strive for and from those values our behaviour is shaped.

After discussing and contemplating about the necessary values of our team, we have decided to include the following values:

1. Punctuality

- Do your best to show up on time and respect deadlines

2. Transparency

- Being honest and open, reporting any issues on time

3. Respect

- Be polite and make sure the meetings are a safe space, where everyone can express their opinions freely

4. Ambition

- Strive to perform your best

5. Commitment

- The team must keep the common goal in mind

6. Open Mindedness

- Each member of the team should be involved in every aspect of the project in some way

7. Communication

- Make sure to acknowledge the thoughts and messages of your teammates (for example, leave an emoji reaction to the messages on WhatsApp)

Assignment description:

Here is a description of what we are going to do as a team.

In this course our objective is to collaborate with each other and a client to build a task management application.

To achieve this, we will have to develop and utilize the following skills:

* Efficiently divide sub tasks amongst the team.
* Identify the specific details we need to incorporate into the product. (Requirement engineering)
* Ensure there is communication and transparency between team members to promote efficient workflow (Teamwork)

Target or ambition level:

Most importantly, we all want to achieve all the learning objectives for this course. But since it is good to have a clear goal, we have set a target for this course. Through comparing each of our aspiring grades we arrived at the average of 8.0

Products:

At the end of the project, the assignments we will have delivered are:

Code of Conduct, Backlog, Heuristic Evaluation, Product Pitch, GitLab repository. The documents will be uploaded to GitLab (or shared via WhatsApp or OneDrive until GitLab is set up).

Since we have to work together to create the documents, the standard that they have to meet is that everyone approves of them, or that we have held a vote and the majority decides that they are satisfied with the documents.

Planning:

We decided to keep a list of all of the tasks that need to be done by each team member, along with the respective deadlines. Furthermore, the weekly meetings should have a section where every task and deadline is explicitly mentioned.

For submitting the assignments mentioned above, we have decided that we should randomly select someone to submit a particular assignment, as we will have put equal amounts of effort into them. For the final deliverable, the deadline is two months away, and so we will decide on who will submit it when the deadline is two weeks away, because we want to have an overview of who will definitely be available to submit it (for example, someone might find out they will not have internet access on the day). Then, someone (who will be available) should volunteer, or we will select someone at random.

We want to review merge requests pushed to Gitlab, to check each other’s code. We aim at reviewing the code as soon as possible to prevent changes to ‘rot’. As a deadline, we have decided to set it to at most 2 working days after the merge request. Since GitLab only needs one approval for the merge to be done, we also decided to have at least two people approve on our WhatsApp group chat. Since it is crucial for us to ensure we do not end up merging something wrong, we agreed this solution would help us achieve our goal.

Behavior:

The next part will be about how we treat each other in the group, and how we handle any potential disagreements.

We expect to treat each other with respect for each other's differences. Since everyone has different backgrounds and experiences, our skills are diverse. Thus, we acknowledge that there can be multiple approaches to a problem. When voting to make decisions we will still respect each other's choices when lost a vote, and fully commit ourselves to the other choice made.

We will adhere to this among our previously specified shared values, which we feel will make conflicts less likely. In case someone is more than 15 minutes late to a meeting, they should bring some snacks to the next one (this is not a hard requirement, but rather a suggestion, intended at making the meetings more light-hearted and relaxed.)

Communication:

We will be using the following forms of communication:

* WhatsApp: for updates/reaching teammates quickly.
* Mattermost: for formal updates/messages to keep the TA informed.
* GitLab: for code files.
* Discord: for online meetings.
* Meetings in person: for collaborative discussions/activities.

The Agenda for the next meeting should be sent by the chair by Saturday night (2 days in advance).

Commitment:

The next section will be about determining the quality of the work as a group and as individuals.

First and foremost, the commitment of each member within the project lies in their active involvement in adhering to the regulations set forth in the Code of Conduct.

In order to ensure the effective management of the chair's commitment, it is essential to provide immediate feedback during the meeting rounds. This feedback should evaluate the extent to which the meeting adhered to the established agenda. The minute taker's performance can be evaluated by assessing the degree of clarity in the meeting notes and the comprehensiveness with which important discussion points were captured.

Additionally, the code's quality is verified by Checkstyle, primarily using the following standard checks:

* JavadocStyle - Validates Javadoc comments to help ensure they are well formed.
* LineLength - Maximum 100 characters per line.
* MethodLength - A method's length should be below 25 lines.
* CyclomaticComplexity - Checks whether the cyclomatic complexity of a method is below 10.
* Indentation - Checks correct indentation of Java code.
* ParameterNumber – Maximum 6 parameters in a method/constructor.
* UnusedImports - Checks for unused import statements.
* VariableName - Checks that variable names conform to a specified pattern.

Division of tasks and roles:

The chairperson and the minute taker will change per meeting, each of us having the opportunity to take each role at least once. After everyone has been chairperson and minute taker, we will revise this decision and see if the process will be continued like this, or if some of us have been proven to be exceptional at our position. Afterwards, we can share our opinions and decide which way would be the most beneficial for the team.

Meetings:

We decided to make the most out of the labs scheduled on Tuesdays and spend as much time as we need to work together. Moreover, we agreed on extra meetings, which will be scheduled according to our needs. These options are online meetings on Thursdays and physical meetings on Fridays.

In addition, we decided that the extra meetings are going to be treated similarly to the mandatory ones. Therefore, we are going to have the chairperson and the minute taker from the precedent TA meeting, who will maintain their role for the entire week. The chairperson will make an agenda, which only contains bullet points with the main topics and questions that we need to address during the meeting. This will help keep us focused and make us remember the necessary discussions. The minute taker will take some notes, again, without a definite structure, so that we can keep track of our tasks more easily.

Moreover, our team also decided to make a special folder for these meetings on GitLab where we will post these agendas and notes.

Decision-making:

For most cases, we will strive to discuss all possible suggestions each team member brings up to reach a common consensus. However, in situations where the matter at hand is relatively trivial/time sensitive, we would use majority vote to resolve it to be more efficient.

Dealing with conflicts:

In general, we try to adhere to our team values and standards and respect each other’s choices to avoid conflicts occurring at all. Should a conflict occur anyway, it is up to the chairperson to mediate a discussion where an agreement should be reached. If necessary, any additional values may be added to the Code of Conduct. If the problem persists, a separate meeting will be scheduled in order to reach an agreement. If, within our group, we cannot come to an agreement, we will, as a last resort, ask the TA for assistance.

We also find it important that conflicts should be approached objectively, not emotionally. That is, we try to defend what we think is best for our group and project. When ultimately a different choice for the project is made, we fully commit into the other idea.

Guidance:

In general, we expect the teacher’s guidance to educate us on how to work on a project in a formal/professional setting. We expect to be introduced to the tools we can use to create a stable application while working in a team setting. In case of a situation regarding course material which we are not able to solve ourselves would arise, we would turn to the teacher or the student assistant for help, provided we have tried to fix the problem ourselves to no avail.

We expect feedback on the quality of the meetings via formative feedback provided to us by the teaching assistant, which could be given either in person or via Mattermost. We also expect feedback on the quality of our work handed in for the assignments and the quality.

Furthermore, for collaboration we expect the TA to help us when we seem to be straying from the goal of our meeting.

Consequences:

First of all, we should all try sticking to the values listed above. This will ensure that we respect each other's differences and keep an open mind towards everyone's unique point of reference.

In case a team member is not keeping the agreements, this should be mentioned in a meeting, while giving feedback. At that stage, the team should discuss the part of the code of conduct not being respected, as it could be the case that the code of conduct was too rigid, and that this particular point is not necessary and not respecting it does not negatively impact the teamwork, in which case, the code of conduct should be modified. Otherwise, the team members should give honest feedback (in accordance with the AID method), and it is up to the receiver to decide whether to accept this feedback or not. If not respecting the code of conduct becomes a major issue, asking the TA to mediate the conflict should be used as a last resort.

Finally, as mentioned in the Conflicts section, it is important that the agreements are approached objectively rather than emotionally – for example, if one does not agree with a decision made by the team, they should still respect the majority vote.

Success factors:

Our team would be seen as a dream team by us when our shared values are held up by the entire team, where not only continuous success, but even occasional difficulties should lead to growth in both the quality of work and communication of the team. Our team should be able to adapt to unforeseen circumstances and still be able to keep up with the workflow with precise planning. By regarding this project as a learning experience, we hope that the team will at the end of the project not only present work of high quality but also proficiency in working in a professional team setting.

Norms or evaluation criteria:

These are the team criteria we will try to abide by:

* Keep deadlines – this is the most crucial norm, as it ensures that we submit everything on time, which is necessary for passing the course
* Ask for help when needed – it is important that we not only work together, but also learn from each other and help each other resolve any problems which might arise during development, so that we can produce the best application we can
* Communicate (let others know they have been heard) – this norm ensures that nobody misses any important announcements or feedback. It especially applies to online communication, where the lack of body language needs to be compensated for by using emoji reactions to messages to let others know that you understand them. It also aims to make everyone feel heard and valued within the team, so that they can continue to freely express their opinion and thus avoid the pitfalls of groupthink
* Put in effort to not lag behind the team – as mentioned before, it is important that everyone works on every part of the project, so that we can all learn, but also contribute our ideas to every part of the application
* Be active in meetings – the goal of the meetings is mostly to divide tasks, make decisions and share updates. It is key that everyone actively contributes to them, so that we can be on the same page thus make the most informed decisions
* Prepare for the meetings adequately – this norm aims to make the meetings concise, which is only possible if everyone has read the agenda and already knows what they want to bring up during the meeting
* Give appropriate feedback during meetings (AID method) – it is important that we give honest feedback to each other, so that we can improve and be more cohesive as a team and avoid conflicts
* Take responsibility in case of mistakes – it is important to be honest and admit to making a mistake, so that the team can react accordingly on time, and be flexible enough to fix the issue