Code of conduct notes

# Meeting 1 (14-02-2023)

**Shared team values:**

1. Being punctual
2. Transparency
3. Respect

Target Grade/Ambition Level:

8 (TBD)

**Products:**

Deliver: TBD

Filesharing: Whatsapp (aside from repository)

Submitted work standards: TBD (aside from general code standards)

**Planning:**

Keep a list of who is doing what, but still keep it flexible in case of unforeseen circumstances or the like.

**Final say in deliverables:**

TBD.

**Behaviour:**

Team members should be treating each other with respect.

Conflict should be resolved in group form.

TA/guide can help with that/ reaching consent.

**Max amount late:**

15 min, otherwise just let it know.

**Late punishment:**

Buy snacks for next meeting.

**How to treat each other:**

Once again with respect.

**Communication**

Formal: Mattermost

Informal: Whatsapp

Small updates: Whatsapp

Non code files: Onedrive

**Commitment**

How to measure commitment: TBD, teamwork lecture

**Division of tasks and roles**

Minute maker and chair person get appointed at the meeting and change each week.

### Meetings

Meetings per week: TBD

**Planning for meetings:**

Set deadlines in preparation for the next meeting/ the general idea of meetings. The purpose of the meeting must be decided before the meeting.

**Decision making:**

By majority vote

**Conflict solving:**

Once again: conflict should be resolved in group form.

TA/guide can help with that/ reaching consent.

**Success factors:**

Sticking to the values, changing the values

**Norms or evaluation criteria:**

Taking part in the meeting in general, …

TBD

Course Planning

