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. Think about what the best way would be to fill out the Code of Conduct with your group.

Team name: Polar 10

Shared team values:

Values are your fundamental beliefs or ideals. It is the core of what you strive for and from which your behaviour is shaped. Discuss and write down your team values (min. 3).

1. Show respect for other team members

2. Contribute to the team goal by openly sharing opinions and knowledge

3. Being responsible for the work that you bring

Assignment description:

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

- work together to create an application of a To do List

- planning together, to reach the deadlines that are set and successfully

  Create a working application

- communicate and resolve issues between group members when differences occur

- help each other throughout the project, taking on our own responsibility but also the responsibility of other members during issues

- set and respect certain deadlines, in order to ensure we remain on track with the schedule

Target or ambition level:

What grade are you working for?

- 8 and above

Products:

What should you deliver at the end?

    - a fully working to-do list application that follows the backlog critrium

On which platform do you share which documents (Discourse/Miro/MS Teams)?

    - upload the documents on git lab
    - mattermost for communication with the TA

What standards must the work submitted meet?

    - having the other members look over the work

    - have a positive feedback from the TA, if feedback is possible

    - product satisfies backlog criteria

    - all unit tests are passed

Planning:

How do you ensure that each team member finishes everything on time?

    - checking up on each other

    - reaching out for help early

    - setting achievable deadlines

    - reporting future work

    - dividing work evenly

Did you clarify who will have a final say in the final deliverable and submits it to Brightspace on behalf of the project group?

    The minute-taker of the week will be the one responsible for uploading the deliverable.

    The chairman of the week will have the final say on the deliverable.

Behaviour:

How do you treat each other in the group?

    - treat everyone with respect, all of the team members have a voice

    - compromise together, listen with curiosity or talk to a TA and other members

    - appreciate the help from other members

- behave professionally, by keeping the focus on the project and by leaving the unimportant matters aside

How do you handle disagreements within your group?

Firstly, we recognise the conflict and calm down. Then we listen to the opinion of each member of the team and reach a consensus. If we are faced with a complex conflict situation that cannot be handled by ourselves, we can ask the TA for help.

Could your guide or student assistant be involved in reaching consent?

- student assistant can be involved but only in a critical situation

- it is better to reach the consent as a group

What do you do if someone is late during a group meeting?

- ask for the reason and try to find a solution to avoid that

- explain that being late is unprofessional

- if it continuously happens ask the TA or set alternate meetings for that person to catch up

Communication:

In what ways do you communicate with each other as a group and among yourselves? Zoom, MS Teams?

- mattermost for communication between the group and the TA

- whatsapp for quick messages

- discord for longer calls and if we are far away

- Extra in person meetings on Fridays as well as Wednesdays after class, in order to check up on members or to resolve issues during the project

What information do you share via WhatsApp, e-mail, telephone?

- information regarding work and issues that arise as well as deadlines to check on each other

Commitment:

How do you determine the quality of the work your group and each individual team member does?

- creating edge cases and testing the code properly

- reviewing edge cases and tests for each others code

- set a standard that the code has to follow, like having comments or clear variable names

- having work done earlier so more time to check, review the code and work, and setting earlier times for members

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

- by the amount of effort they put into scheduling and during the meeting

- by the issues that have been solved during the meeting

- by reviewing the notes of the minute taker

- by providing the feedback of the agenda and meeting overall

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?

- at first, we create a table of roles for the first 6 meetings so that everyone gets to be a minute-taker and chairman once

- the roles will change

- if a member volunteers, he will be chosen

- if we can not decide, a chairperson and minute taker will be chosen randomly

Here is the table for the first 8 weeks:

Weeks	Chairman	Minute taker
2	Konstantin	Danny
3	Sergiu	Emils
4	Yuraj	Konstantin
6	Aadesh	Sergiu
7	Danny	Yuraj
8	Emils	Aadesh

Meetings:

How often will you meet as a group?

- 1 meeting mandatory

- throughout the university classes we will have smaller meetings (approximately 2-3 per week) this will be on wednesdays and Fridays, having these intermittent meetings helps with making sure everyone is on track

What preparation is needed for the meetings?

- the chairman decides what to do each meeting and prepares the agenda

- other team members might come up with some questions or issues they have

- minute taker can prepare the draft document based on the agenda

- through the agenda all team members have an idea of what we need to do each meeting

Decision-making:

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

- try to reach a consensus by compromising

- if not possible do a majority voting on the decision

- TA should be used as a reference, by explaining the differences between each parties idea thereby giving us a clear understanding as to how to reach a compromise

Dealing with conflicts:

How do you handle conflicts within the group?

- actively listen to all sides before making a decision

- if it is a complex decision, take time to think about it and reach a consensus

- trying to come to a compromise between both parties or by having a third party within the group make a decision after listening to both sides through their feedback

Guidance:

What do you expect from the teacher's and/or student assistant's guidance?

We expect to help steer us in the right direction if we are making mistakes and help us plan our work to make sure we are on track to complete the project on time.

The TA should be involved when we are not on track as a group or when there are conflicts in which the group isn't able to handle personal issues.

What do you want feedback on, on the content or on the collaboration?

- feedback on the content and if we are on track with the deadlines

- feedback on the process of working together as a team

- feedback on work through TA, as they are more experienced their feedback is valuable on the content of the work as well as how well the gorup is collaborating.

Consequences:

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

Firstly we try to understand why they are not keeping up with agreements, and then adequately helping them. If it becomes a bigger issue then consult a TA, as a last resort.

- Consequences first lead to creating closer deadlines for that particular individual, for example if someone is not keeping up with their work then more deadlines are set for them in order to enforce them to work more to catch up and finish their part.
- Other consequences is bringing it up to the member, understanding what the issue is and together making a plan as to help them get on track. For example having a meeting with the member and figuring out how they can complete their agreements
- If all else fails then consultation with TA is necessary as this will pressure the individual to keep their agreements and finish their part of the work.

Success factors:

What makes your team a dream team?

- great team spirit, everyone here is friendly and is passionate about the project

- being able to communicate easily, we all listen to each other and wait for others response in order to get ideas across

- using the strengths each individual, therefore allowing us to help individuals which are lacking in certain areas and also being helped in the areas we lack in so the team can grow

- being able to count on each team member's individual work. This is so none of us fall behind on the work and reach the deadlines

- keeping up with deadlines, we kept strict deadlines as to when things should be completed to ensure everyone is on track

- being flexible, thereby not only working on our own responsibility but helping other members in need, this is necessary as there will always be issues in a team

- making time for the project, we take our own free time away in order to ensure the success of the project and work hard to complete it.

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. Being able to communicate if you are having issues, therefore nto falling behind on the work

2. Working earlier so it can be reviewed, to ensure higher quality of work

3. Making work structured and organised, in order for others to not get lost looking at your work

4. Not overly relying on teammates and keeping on track, thereby carrying your own weight in the project

5. Follow planning strictly, so that project can be complete on time

6. Splitting tasks fairly, to ensure the work is efficient

7. Focus on goals and planning, in order to see if we are on track

8. Offering support to other team members, to help project go smoothly and as well collaborate efficiently as a group