

# Code of Conduct - Group 13C

## Interactive Data Visualization for Machine Learning

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### General

- A positive attitude towards group members should always be maintained. If the group feels like one member isn't trying their best to uphold this a serious discussion will be held.
- In case of personal issues (e.g. stress / burn-out symptoms), one may be exempted from a meeting/work day. The same goes for personal matters that are brought up at least 7 days before a meeting.
- For every 2 strikes you get, you have to buy the whole team a 'speciaalbier'.

### Timing & presence

- In general working hours will be Monday to Friday from 10:00 to 19:00. If one is not reachable at these working hours they have to let the team know. If they don't they get one "strike".
- More than 5 minutes late after the decided meeting/lecture time is considered "too late" and then you get one "strike".
  - When a valid reason for being too late is given beforehand there are no repercussions, so also no strike.
  - When a valid reason for being too late is given after the fact the whole team has to unanimously agree it's a valid reason (so if at least one disagrees then the one that's too late still gets a strike).
- The shared calendar should be used to keep track of when we have meetings.

### Productivity & deliverables

- Only one person will create/upload a deliverable (unless specified otherwise); this is to prevent double hand-ins and general confusion.
- Personal tasks (assigned issues) should be completed on time. If a member feels like they won't be able to complete their task on time they should ask other members for help at least 24 hours before the assigned completion time.
  - If they don't, without a reason deemed valid by the whole team, they get one "strike".
- Group tasks should be finished at least 2 days before the deadline and will be sent to the TA for initial feedback; so that this feedback can be used to improve the deliverables before the final deadline.
- Weekly scrum-like deadlines and sprint reviews must be upheld.
- The GitLab issue board will be used to keep track of what people are working on and to keep track of what tasks need to be done.

## **Meetings**

- All meetings will be documented and the documentation will be uploaded to the repo in the right folder.
- If a question concerning the group, deemed important by at least 2 members, can't be cleared up over mattermost a meeting will be held.

## **Communication**

- The Mattermost chats should be used to communicate with either the client or the TA.
- The Discord chat should be used for discussions regarding project decisions and content.
- The Whatsapp chat should be used for discussions regarding logistics and appointments.
- Discord messaging / Whatsapping / calling someone is all fine but should be tried in that order. Unless it's urgent.

## **Problems & conflicts**

- Group decisions must ideally be made based on unanimous consensus. If no unanimous consensus is reached:
  - If at least 2 members consider it important we will hold a meeting and everyone will get to motivate their opinion. Afterwards, we hold a vote and make a final decision.
  - If  $< 2$  members consider it important we will just hold a vote immediately.
- In case of merge conflicts both parties will try to resolve the conflict (with the exception of the master branch).