**Code of Conduct**

**Team name: the Elevensees**

**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.**

1. Trust

2. Honesty and integrity

3. Communication

4. Growth

**Assignment description:**

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

As a group we must learn how to work together and strive to better ourselves while creating a working planning app for organising tasks, based on the given requirements. We need to present our final product at the end of the project. During the project, we have to keep track of the deadlines, when certain deliverables should be submitted. The project as a whole should be completed in 10 weeks.

**Target or ambition level:**

**What grade are you working for?**

We want to have at least a 7.5, but we can shoot for higher if we're on track. We are planning on doing some advanced requirements.

**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?**

At the end, we should deliver a working product including all the basic features (and some advanced ones) that is well tested. The product should be able to run without any problems or bugs.

We have a Google Drive where we keep all the documents related to the project. On Gitlab we only store the application with all the code.

**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 decided to have seperate deadlines for each team member. Those deadlines will be before the actual deadline of the assignment. By that, we will still have time to test each other’s work, and help any team members who couldn’t finish their work on time.

The team must reach a consensus on if the project is finished.

**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?**

Every team member must treat the others with respect. Team members should not be afraid to disagree with something, in order to prevent groupthink.

The final decision will always be made by the group, even if we might ask the student assistant for advice on something.

If someone is late for no good reason they have to bring snacks for everyone the next week. This includes the TA.

**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?**

On Discord we discuss stuff when people get stuck with the project or one of their tasks.

We have a Whatsapp group chat where we discuss minor and small things for the next meeting.

On Mattermost we only share the documents for the TA and important announcements.

We keep our documents on Google Drive.

**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?**

As mentioned in Planning, we are going to test each other’s work before submitting. To make sure everyone does his job, we set deadlines to check afterwards. We also think about talking with other students outside the group to test our project in order to make sure everything is okay.

**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 will be changing the roles each week such that everyone will be the chair and minute taker at least once. A spreadsheet has been created to keep track of this.

**Meetings:**

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

We will meet in the lab every week on Tuesday at 13:45. This meeting is first prepared by the person who is in the chair for the meeting. The chair will share the agenda with the group before Sunday night, then the rest of the group has Monday to read and agree with the agenda. If someone thinks there is an agenda item missing the member will tell the rest of the team.

If needed we will also do a quick catch near the end of the week. This will be done if there is a lot of stuff on the todo.

**Decision-making:**

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

We prefer having the consensus instead of voting, as we want everyone to be on the same page. We think it’s unacceptable if there is a team member who doesn’t agree with the direction that the project is going in.

**Dealing with conflicts:**

**How do you handle conflicts within the group?**

We discuss the issue and try to reach a consensus respectfully. All team members should be involved in resolving conflicts within the group by expressing their opinion about the topic.

**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?**

The student assistant (TA) observes the weekly meetings of the group. We expect the TA to give us feedback based on the meetings. We expect the TA to monitor word distribution and potential conflicts, as mentioned in the first lecture. The TA is there to provide advice to (individual) members to solve matters within the group, such as collaborative matters. We expect the TA to hear the members out if certain members aren’t participating enough, even after addressing them within the group. We expect the TA to help us with questions regarding the course/ assessment that students cannot figure out.

We don’t expect the TA to give us much support on the “actual” content of our project, such as the quality of the code, whether we are on schedule or not, etc. These are matters that the team must decide by themselves.

**Consequences:**

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

First we speak to the person to see if there are underlying reasons, then we make decisions on how to improve the members’ behaviour and/or better distribute the workload.

**Success factors:**

**What makes your team a dream team?**

Following the shared team values no matter what. 🙂

**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’).**

**Norms based on the value Trust**

* Every member should be trusted with finishing their assigned tasks on time.
* Every member should be trusted that they finish their assigned task with good quality.
* There should exist an atmosphere within the group such that all members demonstrate care and respect for the other members feelings, and value all members' perspectives so that every member is able to trust the others to give and receive help.

**Norms based on the value Honesty**

* All teammates should be comfortable admitting when they have trouble with a task or when something didn’t go according to plan.
* All members should be able to freely speak their mind on a topic, as long as it doesn’t cause any offence.

**Norms based on the value Communication**

* Members must take initiative to speak up if they agree or disagree with something.
* Members should take initiative in providing their ideas.
* Teammates should help each other with tasks when needed.
* Members should show initiative to open a dialogue with the rest of the team when points are disregarded and need to be discussed.

**Norms based on the value Growth**

* Everytime the members come together for a meeting, they do it ‘better’ than last time.
* During the OOP project, all members should help each other in developing the qualities needed to work well in a project.