

Code of Conduct (ENG)

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:

50 Cents

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).

- Growth, developing new skills
- Confidence, ability to rely on others
- Expand our knowledge, try new technologies that we're not yet familiar
- Ability to get feedback from peers, say it freely, honestly
- Open communication, don't hesitate to give feedback
- Significant contribution. Work and help others
- Respect towards other team-members
- Strive for high quality work

Assignment description:

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

- Develop an application together
- Help each other in the learning process
- Get used to learning on demand, while working on the project
- Practice working as a team
- Learn proper task/time-management
- Enhance our team-working skills

Target or ambition level:

What grade are you working for?

>9

Products:

What should you deliver at the end?

The following will be uploaded to GitLab for the final deliverable:

- The project code base
- Agendas
- Meeting notes
- Assignments

- Code of conduct
- Backlog

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

- Primarily documents will be shared/uploaded to GitLab
- Shared between team-members on Google Docs

What standards must the work submitted meet?

- The documents should strive to be spell-checked
- The code style shall be kept consistent using Stylecheck
- We should make code formatting an automatic action on save.

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 submit it to Brightspace *on behalf of the project group*?

In addition to using a project tracking tool Jira, tasks and deadlines will be discussed during weekly meetings to ensure that all team members are aware of their responsibilities. A team member will be selected to submit the final deliverables to Brightspace/GitLab. Work will be distributed evenly based on team members' strengths and weaknesses. We encourage team members to work together on particular features if they are strong in that area or want to develop their skills. Duos will be formed to work on different features, and different duo pairs will be assigned to different features. Internal deadlines will be set, and GitLab features will be used to measure time expectations for each issue.

Behaviour:

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?

Disagreements are a natural and useful circumstance, since it can start discussions and open our field of view, and in the end, both parties can learn something. We express our disagreements offensively, nor should we react too defensively. We should instead try to cooperate and get to know each other's opinions, and what it is based on to find out what are our different premises, or whether we had a flow in our reasoning. Being wrong is not a bad thing, we just need to be able to quickly realise it and carry on.

In case someone is late or missing, we write meeting notes, so that he/she can read them. We need to start the meeting after waiting around 3 minutes, we need to respect that time is expensive for everyone.

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?

We are going to use discord as a main communication channel, this is where we are going to store most of the information and materials regarding the project and also have online meetings in the voice channel. In case there is something urgent to attend to / address we are also going to use our WhatsApp group in order to get in touch with the other members of the team.

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?

A few team members will review each merge request to ensure that the product meets the pre-set criteria, is well-structured and readable, and does not contain any errors. A syntax validation plugin will be set up to ensure consistent code among all team members. Continuous integration pipelines will be established to run tests and syntax checks for every push in a merge request to catch mistakes early.

Note-takers' commitment will be evaluated based on the completeness and clarity of the notes they take during meetings. Chairs are expected to include as many relevant agenda points as possible and set realistic time slots for each.

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?

To ensure that everyone has an opportunity to participate in and contribute to the group's work, we will rotate the roles of chairperson and minute taker on a weekly basis. This approach will allow each team member to gain valuable experience in these roles. The decision about who will serve in each role will be made at the end of each meeting.

Meetings:

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

Other than the meeting on Tuesday we could have another weekly meeting in which we discuss the progress of the project and the "game plan" but most of the work can probably be done online through discord calls.

Decision-making:

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

While we strive to achieve consensus in most major decisions, a majority vote will be employed when necessary to reach a resolution. Upon arriving at a decision, it is the responsibility of each member of the team to adhere to it and execute accordingly.

Dealing with conflicts:

How do you handle conflicts within the group?

Due to coming from different backgrounds, occasional conflicts are inevitable. Thus it is important to have a strategy to quickly and effectively deal with them.

During group discussions, each participant is encouraged to present their opinions and provide supporting justifications. Afterward, a vote is held to gauge the group's preferences. If, for instance, three members vote in favour of one option, while the other three side with an alternative, the group revisits the topic to explore the reasons underlying each position. Only when a consensus is not reached through further discussion, the group seeks the TA's input to help shed light on the matter.

In situations where a personal conflict arises and a participant does not feel comfortable sharing their concerns with the group, it may be more appropriate to approach the TA for assistance in finding a resolution.

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?

As a group, we anticipate consulting with our TA for assistance and input on any challenging content-related issues that we are unable to resolve. At the outset of the project, we also aim to receive feedback on our teamwork to ensure that we are progressing as expected. Furthermore, we would welcome additional feedback on how we navigate and manage conflicts during the project.

Consequences:

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

When a participant fails to uphold their agreements, we will initially address the issue with them as a team and urge them to pay greater attention towards the project. In instances where a participant repeatedly arrives late for meetings and/or fails to meet their commitments, we expect them to bring treats to the meeting to foster a more positive team dynamic. Should the issue persist, or if the team member fails to demonstrate any signs of improvement, we will seek guidance from the TA and keep them informed of the situation throughout the project's duration.

By implementing these measures, we hope to not only incentivize adherence to our code of conduct but also promote self-reflection and foster the development of essential team-working skills.

Success factors:

What makes your team a dream team?

To achieve greater productivity, collaboration, and success, our team will focus on maintaining the following key factors:

- Proactive task-completion
- Frequent check-ins, maintain open lines of communication
- Varied discussions beyond current tasks
- Organised time management

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. Keeping deadlines
2. The submitted work corresponds to the task's requirements.
3. Preserving code quality, maintainability
4. Communicating well, responding to group messages in a day or sooner
5. Being on time to the meetings and having a flexible schedule