

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: Power Rangers

Shared team values:

1. Respect for other people and their opinions is vital in a team. Fairness when it comes to making a decision or change must always be considered of high importance and should not be treated lightly. Team members should always care for the work of others or their own.
2. Communication is a key element in a team. Better communication helps the group in improving the quality of their work and boosts the productivity and morale of the team members. As a result, being clear, concise and coherent are absolutely essential when it comes to exchanging information.
3. All members of the team must take responsibility for their own work and as a result treating any task lightly will not be tolerated.
4. Every member should engage in all types of tasks and activities the team is doing and should never be left out. Dedication is key and as such, they must always show commitment and interest in their work.

Assignment description:

In this course our group must learn to work together and experience the creation of an application. Besides the knowledge they own, a programmer needs to be able to cooperate with different people and learn how to conduct meetings in all types of environments and situations.

Target or ambition level:

The grade our team is looking for is a 9.

Products:

It is intended that the final product will be a usable application for creating and managing tasks. The code itself must be clean and commented to ensure that it is easy to understand. The application must implement the basic features required for passing, but it does not have to be limited to that.

All documents related to the application will be stored in a shared repository on GitLab.

Planning:

As part of the planning process, all required work will be divided into tasks. There must be a clear description of what is required to complete each task, as well as a clearly defined deadline for each task. During each meeting, the chairman will check progress on current tasks, and if a deadline is missed, consequences may be imposed on the assigned person.

Despite the fact that all team members are required to review our product and raise concerns, Leon Braszczynski is responsible for the final deliverable and its submission to BrightSpace.

Behavior:

It is important to treat each other with respect. If disagreements arise, it should be raised and resolved during the next meeting. Everyone on the team who is not involved in the discussion should act as a mediator. To prevent the mentality of 'somebody else will do it' we choose the previous chairman as someone who is the 'primary' mediator. If the chairman is involved in the disagreement, someone else will take over this role.

Everyone should aim to be on location 5 minutes before the start of the meeting. The meeting will start without a member if they're more than 5 minutes late and the missing member has not communicated that he will be late (within reasonable time).

Communication:

We will use WhatsApp for informal communication, we'd prefer to keep most of our conversations here to keep the mattermost clean. Because the Mattermost will be reserved for important announcements and documents, but especially for questions to our TA.

Furthermore for online meetups and calls we will use Discord as our main application.

Commitment:

The quality of the work we do individually and as a group will be determined on two things. The code should be completely functional and have to fulfil its purpose. Furthermore certain Checkstyle rules will also help us enforce a good coding style, so our code stays clean and readable.

The commitment of the chairs can be measured by looking at if they create an agenda on time, which means an agenda has to be shared with the rest of the team before the upcoming Monday. The commitment of the minute takers can be measured by checking if their minutes are clear enough that a member who has missed a meeting is up to date after reading those minutes.

Division of tasks and roles:

We'll first make sure everyone has been a chairperson and minute taker once. We'll appoint the chairperson by first asking for volunteers and if there are no volunteers, choosing a person at random. The role of the minute taker will be assigned to the previous chairperson. After everyone has been a chairperson and minute taker once, we'll appoint the next roles in the same way we appointed the chairperson: firstly looking for volunteers and if there are no volunteers, choosing persons at random.

During the whole project we won't appoint the role of chairperson to the same person twice in a row.

Tasks for the week will be distributed by the chairman evenly between all the team members.

Meetings:

We will meet once a week with the TA. This will be a formal meeting in which we discuss bullet points described in the agenda. We will also meet once a week without the TA (this can be online). These meetings are more for coding related discussions.

Decision-making:

For any major decisions, a general consensus is preferable, however a majority vote should suffice as well if necessary.

Dealing with conflicts:

Disagreements concerning any design or implementation aspects of the project are to be resolved internally, and as soon as possible depending on the urgency.

Generally however that entails waiting until the next meeting, where an impartial mediator (preferably the meeting's chairman) can be employed to resolve the dispute.

Additionally, depending on the severity of the conflict, the TA may also be included in the issue, escalating all the way to the organisers and professors.

Guidance:

Guidance from the Teaching Assistant or professors should be limited to collaboration, only rarely enquiring on content, considering that any auxiliary resources from the internet can be utilised as well.

Feedback on collaboration will include conflict-handling, or organisational issues in the worst case.

Consequences:

Ideally no agreement is broken. However, this is not always guaranteed. In case this should happen, the aforementioned breach shall be mentioned to the person committing the said breach in hope another breach will not occur after. If a person is found to break the agreements on multiple occasions, the remaining team members may gather to discuss further action, that may include reporting a situation to the Teaching Assistant.

Success factors:

All our team members have a similar skill set and similar goals with this project. Furthermore, we seem to have similar ideals when it comes to trust, communication, engagement and more. We hope that this will lead to synergy and harmony while working on the project.

Norms or evaluation criteria

The following 5 points are criteria to evaluate yourself and other team members:

1. The team member keeps deadlines and/or reaches them ahead of time.
2. The team member's code is robust.
3. The team member communicates to other team members, both concerning his own but also other team members' work
4. The team member is committed towards the project
5. The team member radiates a pleasant attitude towards other team members and the project

