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.

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

By working as a group throughout this course, we need to implement a couple of microservices in a real-life scenario that we were assigned.

Target or ambition level:
What grade are you working for?

Obviously we are looking to score as high as we can in this course (i.e: 9/10), but more important than the grades: we want to learn how to cooperate, work as a team, and succeed in constructing a microservices architecture.

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?

We should deliver a working backend application that aims to help people find teammates in order to participate in rowing trainings and competitions.

We share our documents on GitLab, which has a lot of features that will allow us to boost our efficiency as working as a team (by merging different code snippets, creating issues and so on). However, there are some documents that we share on our Discord channel / WhatsApp group (here, we discuss less formal problems). Moreover, submitted code snippets should be well-tested and documented.

For the Code of Conduct we will look at it once every 2 weeks to check whether our goals are still aligned with the CoC, and iterate further upon it if needed.
We will set up weights for all our issues in order to track them by relevance and size, and we will add timestamps to tasks opened in a given sprint to estimate the time needed for features that we are working on. This will allow us to distribute work more properly between developers and between weeks.

Planning:

How do you ensure that each group 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?*

Since we are a single group consisting of 6 people, we ensure that we finish everything on time by creating a weekly agenda (by having action points for each week), by discussing each task and issue that arises, in other words by working as a group.
During our scheduled meetings, we evaluate our SCRUM progression and finish any additional assignments. We set milestones for every week depending on the workload. If additional meetings in order to keep up with the workload are needed, we will plan accordingly.
For each merge request, only the person that created it will be allowed to do the actual merge, and he will do so after at least two other teammates have approved his/her MR.
We schedule a meeting if we think there are enough remaining tasks that require teamwork. This is decided either in person or via Discord using the majority principle. If we want to plan a meeting, we need to do it at least 3 days beforehand, to ensure everyone is capable of sticking to it, so to ensure that everyone is able to come to the meeting.

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?

Each member is treated equally in our group since we understand the importance of working as a team and listening to all the other peers' points of view.

When we have a disagreement, our Chairman intervenes and decides whether to solve the disagreement during that specific meeting (if we consider the disagreement to be important in damaging our work), or we cover the topic at a later stage (i.e: scheduling another meeting to address this issue). If we cannot reach an agreement, we will involve the TA two days after the first decision-making process failed, to allow for all parties to try and de-escalate first. Then, the TA's vote is final. The person that started the disagreement should not consider the advice as a personal attack or punishment, but instead as constructive criticism meant to bring the team together.

3. Our meetings are scheduled at a specific time that was discussed during the previous meeting. All the members of our team agreed on that specific time, so if someone is late we will not wait for him. Instead, we will start our meeting according to the schedule, hoping that the person that could not make it on time will be punctual in the following meeting.

Communication:
In what ways do you communicate with each other as a group and among yourselves? (in the studio/MS Teams/Miro/Discourse)

We communicate as a group via Discord, MatterMost, and GitLab (by creating merge requests and addressing issues with clear descriptions). Also, we schedule additional on-campus meetings in order to discuss project-related subjects (i.e: deadlines, questions for our TA, etc.).

Commitment:
How do you determine the quality of each group's work, so that each group delivers the same quality? How do you measure the commitment of the chairs and minute taker

We let everyone speak proportionally, and if someone considers that the chairs and minute takers commit more or less than necessary, he/she can stand up and address this issue. After that, we look for a solution.

We also measure the commitment of the chair and minute takers based on:
The chairman has clear objectives, relevant to the week's expected coursework. They give everyone the opportunity to have their say in the meeting.

The note taker takes notes of the important topics of the meeting, decisions, etc. Their summary includes all the important information and conclusions.

The agenda has to be submitted one day before the meeting (on Monday) and the meeting notes need to be submitted at most one day after the meeting (on Wednesday).

Each of the members of our group is expected to have a look over the agenda and the minutes in order to make sure that everything complies with the structure, the weekly points of action, and so on. If there is something that is missing, any member should feel free to change the agenda so that the group does not miss any task.

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

We plan to meet one or two times a week besides the mandatory meeting where our TA attends. Each individual should prepare for each meeting by re-reading the notes taken by the notetaker, to review his/her ongoing work and to recheck the agenda so that he/she can get an idea about the progression achieved and the plan for that week. Also, at the end of each meeting we discuss what each member needs to prepare for the upcoming meeting.

We will have at least one meeting (beyond our TA meeting) every week, and beyond this, we will schedule more if we consider an additional meeting to be relevant.

Decision-making:

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

Decisions are made during scheduled meetings. First, each of us shares their point of view about the thing we are discussing. Afterwards, we derive a logical conclusion/decision based on what was presented. If a disagreement arises, we will resort to a democratic majority vote. Note that all team members must take a vote in order to finalise the decision. Should the vote end up in a tie, the vote of the TA finalises the decision.

Dealing with conflicts:

How do you handle conflicts within the group?

The Chairman is the one that stands out, takes the "leader" position and tries to figure out a solution for that specific conflict, by letting every member say a word. After listening to everyone, the Chairman should come with an answer.

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?

We expect that the teachers and the student assistant provide us with a clear and precise overview of the tools required. Feedback on content will be very important at the beginning of the project while the feedback on collaboration will prove to be useful in the later part.

Consequences:

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

Since all of us can make mistakes, the first deviation from our agreements will be overlooked, but if this behavior persists we will have to let our TA know about this serious issue that affects our teamwork. As such, she will decide on the consequences for that specific person. Still, we do not think our group will face this kind of problem.

However, if this is the case, we will:

1. First try to talk to this person individually in order to emphasize and resolve this person's actions. There will be no consequences yet, however, we do expect an active stance toward resolving their misconduct and preventing it in the future.
2. If this member still doesn't modify his behavior, and someone else notices, this issue should be brought up to the chairman in order to start the next meeting with this discussion topic. Beforehand, the chairman informs the team member that they are expected to explain their actions, so they can prepare their response beforehand. During this meeting, we will discuss why it happened and how to prevent it in the future. We also expect that this member will write a reflection on this meeting, which will be shared with the rest of the group.
3. If this still doesn't resolve the person's actions, the chairman will again inform them about their misconduct and expect a written response, again explaining their actions and how to prevent this misconduct from happening in the future, which this time will be brought up to the TA, and is to be discussed in the next TA meeting, where we expect our TA's help so that we can abolish this way of behaving.

Succesfactors:
What makes your team a dream team?

We are all ambitious, driven and passionate about what we are doing. We communicate well and respect each other, as well as understand each of our strengths and weaknesses. Help is always provided in the group and our desire to constantly improve is great.