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.

Team name: **Team 8C - NewsCop**

Shared team values:

Values are your fundamental beliefs or ideals. It is the core of what you strive for and from which your behavior is shaped. Discuss and write down your team values (min. 3).

1. **Respect:** no differences should be made between the team members, as each of us has different skills and we should treat each other with dignity.
2. **Client focus:** the team values great understanding of the requirements specified by the customer, and implements the system in order to completely satisfy its needs.
3. **Integrity:** honesty, transparency and ethical behavior are the values that shape the interactions within our team
4. **Accountability:** each team member takes ownership of his/her work and commits to delivering features that are fully tested. If the owner of the features makes some mistakes when implementing, he/she will take the feedback as a constructive factor and adapt the feature accordingly.

Assignment description:

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

While emulating a professional working environment, the scope of this group within the course is to build from scratch an entire application based on specific requirements given by the client in a team of five. Therefore, we are going to develop a full-stack application that heads toward article overlapping, which uses a state-of-the-art Data Mining algorithm for detecting plagiarism in the context of news articles. Thus, the main aim of the project is to combat misinformation in the media by detecting the reused content of published articles.

Target or ambition level:

What grade are you working for?

Realistically, we are content with getting a nine, as our Data track background makes us a good fit for solving such a challenging problem. Moreover, the tech stack we agreed on is well-documented and their developer community is quite large, thus we expect to always find a way to get out of trouble in case of getting stuck. Ultimately, we will do our best to create the best working version of our application that will comply with the given 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?

We should deliver a fully-functional application that will combat the rapidly expanding issue of plagiarism in the context of news articles. The core points the client wants us to deal with consist in finding the overlap between articles, such as, what articles are completely the same, what parts are being reused, and what text is mutated to sound a bit different.

The main platform used in order to communicate with fellow students is GitLab which enables the entire team to actively contribute to the final project, check the newly implemented features as well as information regarding the entire process. However, the documents must be also shared through Mattermost for grading purposes and assessment from the TA (agendas and certain assignments). Nonetheless, we also make use of a Discord channel for constantly communicating about relevant decisions, announcements targeted toward keeping each member up to date in terms of the latest advancements in the plagiarism detection field and stand-up meetings.

For the Code of Conduct, we will look at it once every 2 weeks to check whether our goals are still aligned with the document 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 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?*

Since we are a single group consisting of 5 people, and we have a full-stack application to be developed, it is critical that we split our responsibilities in a thoughtful way. Therefore, we decided upon the creation of two sub-groups: backend and frontend. Each week we will have a main meeting in which we set up the milestones depending on the current workload, evaluate our SCRUM progression, finish any additional assignments, and switch around the two subgroups. Note that at any moment in the project there will be a person in the backend/frontend group who will be aware of the developments made one week ahead. Therefore, at the time of the switch between teams, we ensure that at least one member from that week will remain in the same team to supervise it and also update the others on the advancements made. In this way, we make sure that everyone is going to be part of the process and most importantly that we are all caught up with the developments made as well as on time with their work. By following this organizational scheme, we are confident that each team member will finish their work on time and, ultimately, we will be able to complete our project on schedule and in accordance with the requirements of the client.

To achieve this, we will also create 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. 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.

As we've agreed with our client, we will host weekly online meetings each Friday at 16.00 in order to keep him on track with our progress and also to incorporate his feedback on different actions we took during the last sprint. Furthermore, we will meet our coach in week 3, week 7, and week 10, so that she can make sure all our actions align with TUDelft's regulations and that the entire project does not deviate

from the rules we agreed on before starting the Software Project. Moreover, we are looking forward to learning from her experience in terms of Intelligent Systems development, and we will make sure to integrate her opinions into the system we build, as this would allow us to think from the perspective of an expert in the field.

Furthermore, we schedule an internal meeting (where only the five of us participate) 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. Note that if additional meetings are needed we will plan accordingly.

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?

Treating fellows equally will be our main goal, since we understand the importance of working as a team and listening to all the other peers' points of view.
If disagreements appear we look forward to solving them together and, if needed, with the help of the TA. In case someone is late for a meeting we will start the meeting according to the schedule and then catch up with what was discussed. However, we do not tolerate multiple unannounced absences and this kind of behavior would be reported to the TA.

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.). We try to keep in touch as much as possible so we can be aware of the advancements of the project, but also so that we can maintain a proper workflow within the team.

Commitment:

How do you determine the quality of each group's work, so that each group delivers the same quality?

Each merge request will adhere to the template that we agreed on in the first week of the project so that we can ensure easier-to-conduct, meaningful, and thorough code reviews. Nonetheless, every merge request must be approved by at least two people to ensure code quality. Moreover, the work of each team member is contained on a separate branch, and after the feature is ready to be delivered and fully tested, this given branch enters the "merge request" phase, where it is reviewed by at least two other team members, improved by the branch creator based on the constructive feedback received, and later on approved, finally merging on the development branch. Two times a week we are going to merge "dev" into the "main" protected branch in order to check our work and keep track of completed sprints.
By augmenting the current workflow with tools like "Checkstyle" and code coverage test reports, we ensure proper functionality and adherence to code conventions.

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?

For having an equally divided contribution we adhere to a constant changing scheme in which, at first we start with a chairperson - minute taker team randomly chosen and then each week the minute taker takes the place of the previous chairman and a new person comes in the role of taking the notes. Therefore, we are confident that in this way we will benefit from a more balanced decision making process and an interactive meeting environment by also providing each member with the opportunity to take at least one time one of these leading roles.

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 that 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 recheck the tasks it was assigned, so that he/she can get an idea about the progression achieved by now 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.

When it comes to the weekly meeting with our client, we have a separate Google Docs file where each member is encouraged to address his/her technical questions, as our selected client has the expertise necessary to guide us toward completing our challenge.

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. Afterward, 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 finalize the decision. Should the vote end up in a tie, the two opposing parties will present their point of view and we will adapt the solution so that both sides end up in consensus.

Dealing with conflicts:

How do you handle conflicts within the group?

Discussing our problems is always the best way to find common ground and keep everyone on the same page. However, if we end up in an unfortunate situation where consensus is not reached, 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 up with an answer.
An important thing to also note in this section, is that we will always try to give each other constructive feedback, according to the AID model that was presented in the Teamwork lecture.

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 (i.e: how we set up the project) will be very important at the beginning of the project while the feedback on collaboration will prove to be useful in the later part.

In addition, we expect the client to weekly review our progress and to let us know if we deviate from the plan or if there is any requirement that we do not completely understand. As the client is also an expert in the field, we expect some technical assistance related to aspects such as: software stack, architectural decisions, etc.

Nonetheless, we expect the coach to give us meaningful and constructive feedback in order to guide the project towards a structure that complies with TUDelft requirements.

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, he 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.**

Success factors:

What makes your team a dream team?

We are a very balanced team with members dedicated to going above and beyond in our project. We communicate well and respect each other, and we make sure to leverage each person's strengths to produce the best quality we can. Help is always provided in the group and our desire to constantly improve drives the team towards acing the Software Project.

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. 2. 3. 4. 5

We are going to evaluate each others' work in code reviews that are meant to find and fix errors, improve the code quality, and ensure that the code is consistent with the established standards and guidelines. There are several criterias that we keep in mind when evaluating each other contributions, such as:

1. **Pipeline passes: after each merge request created, the reviewer should make sure that the pipeline passes (that is: the build passes, the entire test suite passes, etc.). The pipeline will be set up at the start of the project, and will be adjusted on the fly, when new scripts need to be run automatically at each "push" action.**
2. **Code coverage: each team member's contribution should be tested thoroughly, such that the percentage of tested code does not decrease after a new merge request.**
3. **Keeping deadlines: each team member should complete the work he/she was assigned to by the end of each sprint.**
4. **Communication: the team members should communicate effectively and proactively throughout the project, including asking for help when needed and providing updates on their progress.**
5. **Problem-solving: the team members demonstrate that the changes they come up with indeed solve the problem they were assigned to.**
6. **Initiative: team members are engaged and show a willingness to go above and beyond the requirements of their assigned tasks to contribute to the project's success, by using their creativity and critical thinking skills.**