

## EV App – Code of Conduct

We have developed this code of conduct to specify minimum expectations of appropriate behavior for each team member. At any time, we can modify or supplement this code of conduct and file it with the instructor. At that time, the revision will become effective, and the previous version will be void. All team members must agree and sign the document before the changes can be submitted to the instructor.

Listed below are minimum expectations of appropriate behavior for each team member:

### A) Team Meetings:

- a. Meetings will occur two times per week
- b. All members of the team must agree on meeting time 48 hours prior to meeting time
- c. Unless otherwise discussed meetings will take place in Village 5, room 3011
- d. Meeting minutes must be taken during each meeting, with enough detail for the instructor and/or missing teammates to comprehend what happened in the meeting
- e. Each team member is permitted 1 absence (excused or unexcused)
  - i. If a team member misses a meeting they are expected to read the meeting minutes distributed at the conclusion of each meeting

### B) Tasks:

- a. Each task needs to be updated, with a completed percentage, 48 hours after being assigned
- b. Each member must take responsibility for the tasks assigned to them
- c. Tasks with deadlines must be completed by the deadline
  - i. If a team member is unable to complete a task in allotted time, an e-mail or slack message must be sent to all members notifying them of the delay, and how to proceed
- d. After completing a task one shall list a new task that stems off of the first task to keep the project moving towards each milestone
- e. Each member is expected to have equivalent amounts of tasks/work, no tasks should be unassigned
- f. All tasks must be created, updated and completed on gitHub

### C) gitHub

- a. Team members are not permitted to delete anything on gitHub without permission from all members on the team
- b. Team members are expected to commit to gitHub as often as possible  
*“Commit as often as possible, perfect later, and publish once”*
- c. Once a task is completed it must be marked as completed on the gitHub
- d. It is expected that the latest version is uploaded to gitHub when a task is completed
- e. Members must write a descriptive and detailed commit message to show the rest of the group what was changed and the task that was completed

#### D) Communication

- a. Communication is the most important part to the success of this project
- b. Members are expected to respond to messages (e-mail, slack, gitHub or text messages) within 24 hours
  - i. If no response is received within 18 hours a follow-up message should be sent to confirm the recipient received the message
  - ii. If no response is received after 24 hours, further actions will be taken
- c. Communication is expected to be clear to all members of the team
- d. Messages sent must be appropriate and polite to all members of the group, including the facilitator
- e. In the case of a disagreement, majority rules through democracy
  - i. If decision is split the team is expected to discuss the issue further in their next (or current) meeting and then vote again
  - ii. If decision is still split Joshua Rosenzweig will decide

#### E) Error-checking

- a. A checks and balance system will be put in place to minimize errors that make their way through the entire process
  - i. Adrian checks Ron
  - ii. Ron checks Victor
  - iii. Victor checks Josh
  - iv. Josh checks Adrian

#### Warnings:

If two or more members agree with a violation to the code of conduct a warning will be given. The process for warnings is listed below:

The **first** time a team member fails to meet their responsibilities, the team should meet with the neglectful member, and file a status update with the action Warning One. This warning will describe the specific violations of the Code of Conduct, provide suggestions for improving their performance, and explicitly describe how the team will evaluate improved future performance. The form must be signed by all team members and given to the instructor.

The **second** infraction by a team member should result in a status update with the action Warning Two. This warning will summarize the history of the problem and corrective actions that have been attempted. It also must provide a specific plan of action to help the member meet his/her responsibilities. The actions in the plan must be quantitative to guarantee that there are no misunderstandings about the requirements. Again, this form must be given to the instructor. The instructor will be available for mediation if desired by any team member. When this document is filed, the team agrees to review the member's progress in exactly one week.

Within one week following a Warning Two, the team must file a status update with one of three actions:

- Clear Problem indicates that the member has satisfied the action plan specified in the warning, and clears the member's record.
- Continue Monitoring indicates that progress is being made but the problem is not yet resolved.
- Move to Terminate indicates that the problem has not been resolved, and the team must schedule a final mediation session. If the session results in termination, then the delinquent member will be removed from the team, and will have to seek employment on the open market. If s/he fails to find employment, s/he will receive no credit for future team activities.

By signing this document, you agree to abide by all the conditions listed above.

_____ Ron Gerschel	_____ Date	_____ Victor Lora	_____ Date
_____ Adrian Pichardo	_____ Date	_____ Joshua Rosenzweig	_____ Date

