Code of conduct

# Following the code:

The hole team must follow this code proposed in this document for the duration of the project.

# Meetings:

We agreed to have one meeting each week with the supervisor on Tuesday at 14:00. Also, group meetings will occur when needed to put the whole system together. The details about the time and day will be discussed three days before.

# Performance logs:

The progress of our project and the performance of our work as a team will be tracked and recorded through a task-based system. Tasks for each milestone in the project will be assigned to members periodically and performance will be recorded by the completion of such tasks.

# Attendance:

There will be an attendance record for meetings with the supervisor as well as team meetings that will specify how long the meeting took and when the meeting took place (week, day, time, date). The attendance will be recorded on a list by marking an X at every session.

# Absences:

In case that a member of the group cannot attend to the specific date it must announce with at least 24 hours in advance so in that case, we will be able to reschedule the meeting in such way that all the members manage to arrive. Otherwise, those who will not respect this rule will be marked as absent to that session.

# Communication policy:

* Every member of the team should adopt a friendly tone when is speaking.
* All members have the right to express his/her idea or to say what is their point of view about someone else idea.
* When somebody has something to say nobody should interrupt while they are speaking.
* If someone did not understand what their tasks are or what must do, he/she has the right to ask the team members in every moment what he/she did not understand.
* You should not marginalize or exclude any member of your team.

# Team aspects:

* Try to be useful in every situation.
* Be civil to one another.
* If someone cannot handle a certain task the other members should support that person.
* Team members should not be judged if they fail or are week in certain tasks.
* The team should create a professional environment.

# Communication app:

To communicate for each other we will create a group chat on messenger by Facebook. For meeting with our supervisor or for video conference Microsoft Teams will be used.

# Sharing the project and documentation:

To be able to have access for each subsystem of the whole system the code should be uploaded by each team member on the Google drive or GitHub. This is also available for the documentation.

# Layout for documentation:

The theme font which we will use for the documentation in the body will be Calibri and for the headings will use Calibri Light. The size of the characters will be 12 for the body and 18 for headings. Also, the spacing after each paragraph should be 12 points and line spacing should be set to single.