

## Code of Conduct

### Share Price Comparison System – Development Team

#### 1. Purpose

This Code of Conduct establishes the professional standards and expectations for all team members throughout the development of the Share Price Comparison System.

#### 2. Communication

- Team members will always communicate respectfully and professionally.
- Agreed communication channels will be used for project-related discussions.
- Members will provide timely responses and notify the team of any unavailability.

#### 3. Meetings

- Members will attend scheduled meetings punctually and prepared.
- Absences must be communicated in advance.
- Key decisions and actions will be documented and shared.
- The team will meet every Monday at 6:00pm to review the sprint, discuss progress, and plan upcoming work.

#### 4. Work Responsibilities

- Tasks will be distributed fairly according to skills and availability.
- Members are expected to complete assigned work by agreed deadlines.
- Any issues affecting progress must be reported promptly.

#### 5. Collaboration and Version Control

- All work will follow the team's GitHub workflow and branching strategy.
- Commit messages must be clear and professional.
- Code merges require review and approval from at least one team member.

## 6. Professional Conduct

- Members will maintain high standards of quality and accuracy in their work.
- Constructive feedback will be given respectfully and received openly.

## 7. Conflict Resolution

- Disagreements will be addressed calmly and professionally.
- Unresolved issues will be escalated to the module leader if necessary.

## 8. Accountability and Disciplinary Process

All members agree to uphold this Code of Conduct for the duration of the project.

If a member fails to meet expectations—such as repeated missed deadlines, lack of communication, or absence from meetings—the following escalation process will apply:

### 1. First Warning

A formal written warning will be issued within the group, outlining the concern.

### 2. Second Warning

If the issue continues, a final warning will be given, requiring the member to acknowledge and address the problem.

### 3. Removal from Group

If the member fails to respond to warnings or continues to disregard responsibilities, they will be removed from the group, and the module leader will be informed.

## 9. Agreement

By participating in this project, all members confirm that they understand and agree to follow this Code of Conduct.

Name	Signature	Date
John Asare	John Kwaku Asare	2/02/26
Jonathan Matuka		02/02/2026