

Data Visualisation

Code of Conduct

Tutorial Day and Time: Monday 10:30 am EN305

Group Number:

Group Members:

Ayush Upadhyay

Khiem

1. Communication

I will check our agreed communication channels daily (including weekends). Correspondence with my group mates will be via Swin email or our agreed communication channels (e.g., Slack). If the message is urgent, both email and phone call may be made.

I will inform group members if I expect to be away from email for more than 1 day.

Work allocated to each group member will be documented in meeting minutes and distributed via Trello no later than 24 hours after the meeting.

All group communication will be in English. Having conversations that one or more group members cannot understand is impolite and completely unacceptable.

2. Meetings and Attendance

Meetings will occur weekly.

Meetings will be scheduled at a time and place that is convenient to the majority of members and take into account the following issues as much as is practical:

- ☐ scheduled university classes
- ☐ travel time and cost from diverse locations/quality of internet connection;
- ☐ part-time or full-time (**only if part time student**) work commitments;
- ☐ parental and family responsibilities; and
- ☐ student disabilities.

I will be in attendance and on time for each and every team meeting.

Should an emergency arise that prevents me from attending a group meeting, I will notify my group members immediately.

I will attend lectures and tutorials on a regular basis.

3. *Work Ethic*

I will do my share of the group work, there will never be an occasion where one team member does all of the work nor will there be a time when a group member does none of the work.

I will complete the work assigned to me and complete it on time.

I will be an active member of this group in all aspects. I will not take answers as fact, but instead confirm final results by working the problem myself and attempting to get the same solution.

Prior to meeting I will be responsible for being familiar with the meeting topic (by reading lecture notes, book chapters or other research as required).

4. *Work Quality*

All group members are required to understand every part of each Task.

If I do not understand a concept or solution, I will do one or more of the following:

- ☐ read the relevant parts of the lecture notes and textbook
- ☐ ask my fellow group members,
- ☐ talk to my tutor,
- ☐ make an appointment to see the lecturer.

Each group member will agree on the answer for each group problem before it is handed in (e.g., via Trello vote).

Group members will come to an agreement about what grade they are aiming for and put in the effort required to reach that grade.

I will do everything in my capabilities to help my fellow group members understand the work done by the group.

All group members are responsible for ensuring that the produced work is free from plagiarism.

If I am having difficulty with my English expression I will allow extra time for editing and seek help from a Swinburne Language and Academic Skills Advisor (see Canvas/Modules/Help for links).

6. *Complaint Process and Penalties*

I will communicate with my fellow group members about any concerns I have about our team-work.



In order to issue a warning or to take further action, the rest of the group members must be in agreement.

First breach of code of conduct: Email warning (Cc to all Group members and tutor)

Second breach of code of conduct: Email warning specifying specific actions to be taken by offending student and consequences of not taking recommended actions (Cc to all Group members, Tutor and Lecturer). Optional mediation session with tutor during tutorial time.

Third breach of conduct: Individual may be removed from group. In the event that a student is removed from the group and is unable to be placed with a new group, the student will be required to complete tasks on their own with a maximum of 50% mark for the Project.

As a member of the Group I agree to be bound by this code of conduct. I understand that the Group may take further action if it is perceived that I have been in breach of this code. This code of conduct can be changed only if all members agree.

NAME	ID	SIGNATURE	DATE
Ayush Upadhyay	103149430		28/02/2022
Khiem	102450089		28/02/2022