\*\*Highlighted sections are new additions ~~strike through~~ has been removed form previous version

Code of Conduct

How will you work together?

Meeting at least once a week. Use what’s app to communicate remotely. Everyone will be professional and inclusive of all members, all ideas will be considered and decided on as a group. Decisions will be made by a majority vote. Any finalised work will be approved by the group. Discord will be set up and used for any distance collaboration

When and how frequently will you meet?

Formal meetings:

~~Tuesday at 12:00 PM~~ Meetings will be arranges during the meeting for the following week

Informal:

Ongoing discussion via electronic communication (WhatsApp group) and ad-hoc when together in or between lectures.

Who will attend meetings?

All members will attend meetings. If a member is unable to attend a meeting then a that member must communicate as soon as possible.

Where will you meet?

~~The Zone where possible. A private room in the library is also a possible option,~~ all meetings to be conducted remotely via discord dur to ongoing corona virus issues

Where will you store work?

Google drive will be the main storage location for files. Back up copies to be kept by individual members in relation to there own missions/work. Git will be used to share and store code.

When will work be completed?

Work will be consistently reviewed during meetings. With actions set and reviewed during the meetings. Work will be done outside of the university timetable when each member has the time.

Which tasks are you each going to work on?

Tasks will be assigned in meetings as the weeks go on, considering the capability and required skills to complete the task.

How will you manage your group (and what tasks are you going to work on)?

Individual roles:  
See Missions Document for mission responsibilities.

What are you going to do if there are issues?

For disagreements - a vote will be held with majority decision. If any members are struggling regarding their workload, this will be discussed during formal meetings. Use of electronic messaging will allow any issues to be handled as they arise.

Time management/ Project planning

Time management will be mainly controlled by Christopher Ewart. Time line will be reviewed in the formal meetings with any amendments made by Christopher Ewart (project manager mission)