CSCI992 Professional Project

Autumn Session 2017

Code of Conduct

Edited by

Group C
The University of Wollongong

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1 Introduction

This code of conduct is used to managed our team. This code of conduct apply to all the team members in our team.

This code of conduct includes five topics which are team value,team ethical principles,team disciplinary actions,team standard of behaviour,team Roles and responsibilities,

2 Group Information

Our group have six members.We are:

Table 1: Team Members

Name	Student Number
Baibing Liu	4979837
Baoxing Li	5083494
Caixing su	5273705
Dundao Yang	5240256
Mir Mohsin Ali	5299251
Xinchi Wang	5324373

2.1 Team Organization and Roles

Our team organization structure have three roles which are team manager,sub-team leader and team member. In detail,our team organizations are like this:
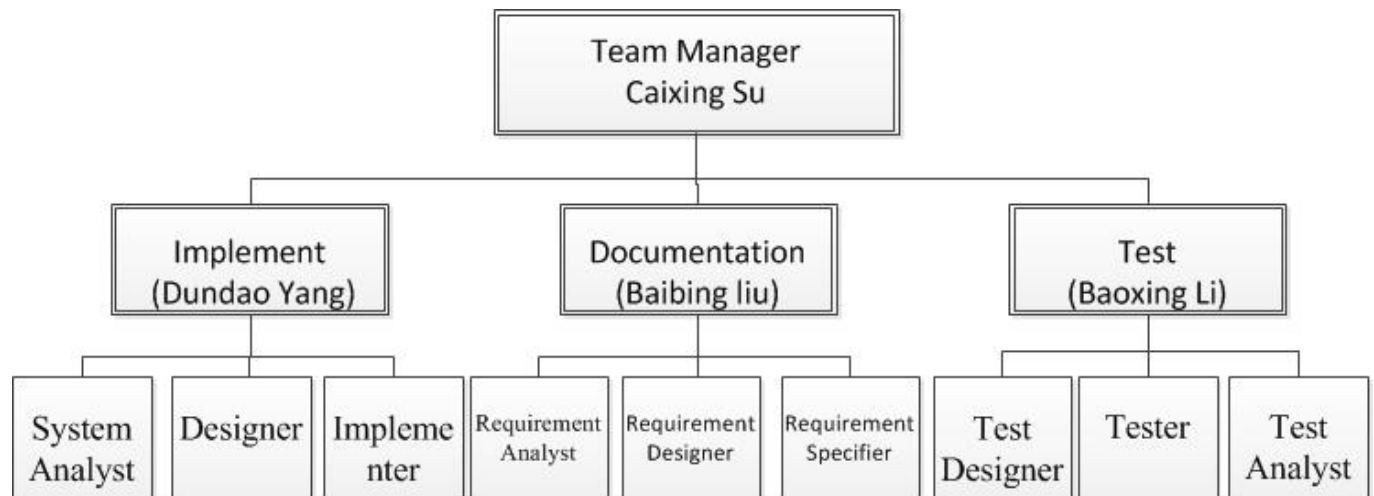

Figure 1: Organization Structure.

Table 2: Team roles

Roles	Name
System Analyst	Baoxing Li
System Designer	Dundao Yang,Xinchi Wang,Baoxing Li
System Implement	Dundao Yang,Xinchi Wang
Requirement Analyst	Mir Mohsin Ali,Baibing liu,Caixing Su
Requirement Designer	Mir Mohsin Ali,Baibing liu,Caixing Su
Requirement Specifier	Baibing liu,Caixing Su
Test Designer	Xinchi Wang
Tester	Mir Mohsin Ali
Test Analyst	Baoxing Li

The manager of the sub-team of implement is Dundao Yang.This sub-team mainly responsible for the implement of the software system.

The manager of the sub-team of documentation is Baibing Liu.This sub-team mainly responsible for writing the documentations of the project.

The manager of the sub-team of test is Baoxing Li.This sub-team mainly responsible for testing the functional of the software system.

2.2   Communication Methods

Good and effective team communication method can make the teamwork better and work efficiently. Based on this,we settled down some basic communication methods which we think they are good.In detail:

- Group Meeting

  We believe that the group meeting is a good way to share and exchange our ideas about our team and project. Beside, the group meeting not only hear what the team member think and said,the group meeting also about feeling,learning and improving. So,we hold the group meeting every week.

- Internet Group Chatting software

  We need to conduct more communication about our project and share our ideas between the team members. Meanwhile,one group meeting per week is not enough for us to exchange the ideas,so we also use some group software like iMessage,Wechat.

- Social Network Software

  The social network software can help us familiar with each team members quickly. We also use social network to strengthen our team relationship not only in project in the real life but also the virtual network. Facebook ,QQ and Wechat is our main communication tools.

- Online/Remote Group Meeting

  Group meeting is good in the real life but sometime it is not easy and convenient for us to get together and have a group meeting. Apart from that, sometime the team member

can not come to the group meeting due to some special reasons,so the online/remote group meeting can help us to address this problem and can help us communicate better.

- Email

    Email still play an important role in the team communication and even maybe email as a communication tools is a little out of fashion but we still use it in some special situations like file sharing,sending meeting notice,informing some important decisions.

- Team Wiki

    Team wiki can be used for sharing our knowledge. We use team wiki to help us conduct the documentation version control. Using team wiki,we can easily know the contribution of team member and team wiki also provide us the function of documentation and file sharing.

2.3 Expectations

2.4 Member Conduct Expectations

The expectations of member is used to set up a standard of behaviour in team-working. Every team member are required to act as following:

1. Trust,believe and honest to every team member.

2. Respect the differences of personalities,cultural, ethnic and religious among every team member.

3. Communicate with everyone with a good manner and decent language in every occasion.

4. Cooperate with each other and co-operate with each other.

5. Achieve a common team goals,build a healthy team culture and environment.

6. Abide by all the regulations of university and the raws in Australia.

2.5 Conflict Resolution

The Resolution of conflict is used to give some base guideline when the conflict happen between the team members:

- For some technical conflicts, we should hold a group meeting and every should attend. After discussing, settle down the best solutions for our team based on the agreement of team member.

- For the team role conflicts, we should hold a group meeting and every should attend. After discussing, settle down the best solutions for the team.

- For the team work distribution and cooperation conflicts, we should hold a group meeting and every should join. After the detail discussing, we will finalize the best solutions for our team based on the agreement of team member.

- For the timetable conflicts, we have found a common free time of us to have a meeting. Every member should attend the meeting. If someone missed the meeting twice without any reasons, the leader should write down the cases in the meeting record. If someone do not attend the group meeting for twice, we will hold another meeting to deal with it based on the agreement of team member.

- For the relationship conflicts, everyone in the group is the same. No matter what they learned, how their works are and why they do. Everyone is a part of the group. For the work we are the teammate. After the works we are friends. Helping, encouraging, regarding other member should be the best solutions in any teamwork.

3 The Code

3.1 Ethical Principles

Our team will not tolerate some improper behaviour that impacts adversely on our team member and our team working activities,so our team build up some ethical principle to make sure these behaviour do not exist in our team. The principles mainly concentrate on two aspects which are ethical misconduct and group working activities behaviour. Every team member are required abide as following:

- Ethical misconduct Behaviour

  1. must not discriminate, harass, bully every team member
  2. must not insult,language attack,personal attack every team member
  3. must not isolate,exclude,abandon every team member.
  4. should not discuss something bad against other team members
  5. should not alienate the relationship between team members

- Team Working Activities Behaviour

  1. should use English as the only one communicate language in anytime and locations.
  2. should respect the ideas,opinions,speak of every team member.
  3. should obey the management of the team includes but not limits to assignment allocation,work distribution,role distribution.
  4. should not late,absent for every group meeting. Every team member should tell other team members before the team meeting if you have to late or absent for the group meeting.

3.2 Value

Our team value is a base action and behave guideline which can give us some base principles about thinking,communicating,working,learning with everyone in the team.In detail,it will show us how to communicate with each team member,how to work with each team member,how to share and learn with each other in a multicultural,multilingual team. Our team value includes:

- Respect[1]

    We should not discriminate and respect everyone includes our team member,our classmates which may have the same team goals.

- Honesty

    We should honest in our skills,abilities,knowledge,background.

- Teamwork

    We should work as a team and work for the same team goal.

- Sharing

    We should share our knowledge,learning experience with everyone in the team.

- Learning

    We should learn from everyone in the team include skills,abilities,knowledge.

- Developing

    We should learn from everyone in the team and enhancing ourselves,developing our skills,abilities and knowledge so that we can provide more assistance to our team.

3.3 Accountability

Basically,our team have two kinds of roles which are manager and team members.Each of them have their own accountability.

- Team member

    The accountabilities of team member is to following the leadership of the manager and achieve the common team goals.The team member responsible for[2]:

    1. their actions and behaviour
    2. complying the Code of conduct
    3. supervising each other in abiding this Code of conduct
    4. treating other team member fairly and respectably
    5. following the arrangement of the team
    6. working as a team and do the best for the team

- Manager

    The accountabilities of manager is to lead the team to achieve the common team goals.The manager responsible for:

    1. ensuring that the team members comply the Code of conduct
    2. ensuring all team working activities are comply with relevant regulations and raws
    3. modifying and promoting the Code of conduct and providing team with a positive role model
    4. taking action to prevent team member to violate this Code of Conduct

5. taking action to prevent the happen of conflict

6. coordinating the relationship and work distributions of the team member to ensure the team working activities and the project running smoothly

3.4 Quality Aussurance

References

[1] Nbn code of conduct. `http://www.nbnco.com.au/content/dam/nbnco/documents/code-of-conduct.pdf`, 2016. Accessed March 21, 2017.

[2] Acs code of conduct. `https://www.acs.org.au/content/dam/acs/rules-and-regulations/Code-of-Professional-Conduct_v2.1.pdf/`, 2017. Accessed March 21, 2017.

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[4] Write a code of conduct. `https://www.business.qld.gov.au/running-business/employing/taking-on-staff/staff-code-conduct/writing`, 2017. Accessed March 21, 2017.