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 manage our team.It applies to all the members in our team.
This code of conduct includes four topics which are ethical principles,value, accountability and quality assurance.

2   Group Information

Our group have six members.We are:

Table 1: Team Members

Name	Student Number	Email
Baibing Liu	4979837	bl285
Baoxing Li	5083494	bl251
Caixing su	5273705	cs400
Dundao Yang	5240256	dy937
Mir Mohsin Ali	5299251	mma694
Xinchi Wang	5324373	xw555

2.1   Team Organization and Roles

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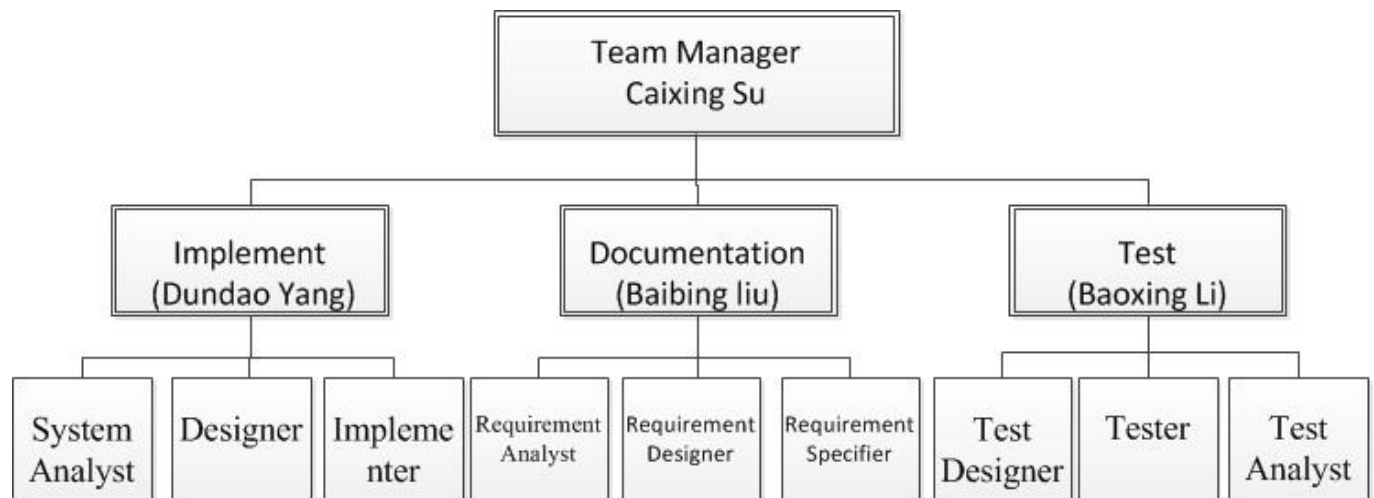

Figure 1: Organization Structure.

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 is mainly responsible for the implementation of the software system.

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

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

2.2 Communication Methods

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

- 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 do not only listen to what the team member think and say,the group meeting also about feeling,learning and improving. Therefore,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. As a result,one group meeting per week is not enough for us to exchange the ideas,so we also use some group software like iMessage and Wechat.

- Social Network Software

    The social network software can help us get familiar with each team member 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 are our main communication tools.

- Online/Remote Group Meeting

    Group meeting is good in the real life but sometime it is not easy or convenient for us to get together and have a group meeting. Apart from that, sometime the team member cannot 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 plays an important role in the team communication and e maybe email as a communication tools is a little out of fashion but we still use it for file sharing,sending meeting notice,informing some important decisions.

- Team Wiki

    Team wiki is 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 contributions of team member and team wiki also provide us the function of documentation and file sharing.

2.3 Expectations

A good and healthy team communication can help us reduce misunderstanding and make our team work effectively.Based on this,we have some expectations in group communication. We wish our team member can do as following:

- We should respect the ideas and opinions of every team member

- We should listen to the voice of every team member.

- We should speak the common language of the team to communicate within the group communication.

- We should use the same team communication tools to communicate.

2.4 Member Conduct Expectations

The expectations from a 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 be truthful to every team member.

2. Respect the differences of personalities,culture, ethnic and religion of every team member.

3. Communicate with everyone in a good manner and decent language at all the times.

4. Cooperate 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 laws in Australia.

2.5 Conflict Resolution

The resolution of conflict is used to give some basic guideline when a conflict happens between the team members:

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

- For the team role conflicts, we hold a group meeting and everyone has to attend.After discussing, we settle down for the best solution for the team.

- For the team work distribution and cooperation conflicts, we should hold a group meeting and everyone has to join. After a detail discussion, we finalize the best solution for our team based on the agreement of team member.

- For the timetable conflicts, we have found a common free time for us to have a meeting. Every member has to attend the meeting. If someone misses the meeting twice without any reasons, the leader writes down the cases in the meeting record. If someone do not attend the group meeting 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 has learned and how their work is. Everyone is a part of the group. For the project we are a team. After that we are friends. Helping and encouraging other member is the best solution for 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 built up some ethical principle to make sure such behaviour do not exist in our team. The principles mainly concentrate on two aspects which are ethical misconduct and team working activities behaviour. Every team member is required abide by the following:

- Ethical misconduct Behaviour

  1. must not discriminate, harass or bully every team member
  2. must not insult every team member
  3. must not isolate,exclude or abandon any 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 communication language at all times and locations.
  2. should respect the ideas and opinions of every team member.
  3. should obey the management of the team including but not limited to assignment allocation,work distribution,role distribution.
  4. should not late or absent for every group meeting. Every team member should tell other team members before the team meeting in case of being late or absent for the group meeting.

3.2 Value

Our team value is a basic action and behaviour guideline which can give us some basic 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 and multilingual team. Our team value includes:

- Respect[1]

    We should avoid discrimination and respect everyone including our team member and our classmates which may have the same team goals.

- Honesty

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

- Teamwork

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

- Sharing

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

- Learning

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

- Developing

    We should enhance and develop our skills,abilities and knowledge so that we can provide more assistance to our team.

3.3 Accountability

Basically,our team has 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 follow the leadership of the manager and achieve the common team goals.The team members responsible for[2]:

    1. their actions and behaviour
    2. complying with 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,completing their allotted tasks in the given time
    6. working as a team and do the best for the team

- Manager

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

   1. ensuring that the team members comply with the code of conduct
   2. ensuring all team working activities are comply with relevant regulations and laws
   3. modifying and promoting the code of conduct and providing team with a positive role model
   4. taking actions to prevent team member to violate this code of conduct
   5. taking actions to prevent the happen of conflict
   6. coordinating the relationship and work distributions of the team member to ensure the team working activities and smooth running of the project
   7. listening to the suggestion of every member

3.4   Quality Aussurance

We will maintain the quality of the delivered product by looking at all the requirements very keenly and how we can include them in our product. In detail,we will focus on these points:

1. Tracing and monitoring the process of implementing

   - We will conduct the testing along with the development which can help us maintain the quality of product
   - We will conduct regular meetings of the team and will be providing regular progress reports provided to keep a track on the stages of development.
   - We will analyze the existing errors and bugs and do our best to prevent them happen in our product in the future.

2. Requirement verification and validation

   - We will keep on checking the product in creation to make sure none of the requirements are omitted
   - We will guarantee that all the requirements of our product are implemented perfectly.
   - We will guarantee that the requirements of our product will be finished on time.
   - We will guarantee that all the requirements of our product will satisfy the need of our end user.

3. Functional testing

   - We will conduct regular meetings of the team and provide regular progress reports provided to keep a track on the stages of testing
   - We will analyze the existing errors and bugs and fix them based on our group meeting and progress reports
   - We will also check that the user interaction process of this product is easy enough to also be used by a layman
   - We will not only conduct the testing which is done by the development team but also by people outside the team who are supposed to be using the product.

References

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

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