

## **Group members**

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**Wasim Khan**

**Hassan Dalla**

**Mohamed Mohamed**

**Daniel Dang**

## **Scrum Roles**

Wasim is our product owner priorities the product backlog and maintains it.

Daniel is the scrum master and encourages the team and gets problem out of their way, they will schedule the meetings, but everyone can schedule it since scrum master aren't in charge.

Maintaining and ranking the Product Backlog is the primary responsibility of the Product Owner to increase the product's value.

Wasim, the Product Owner, is supported by Daniel, the Scrum Master. They assist, for instance, with requirement documentation, prioritisation strategies, and communication with the rest of the team and the company. The development team is assisted by the scrum master in producing high-quality products.

For instance, we'll ensure that the team can deliver the necessary software, which is tested, functional, integrated, and ready for each sprint. For a 3–4 week sprint, it means at least once every two weeks or more frequently.

The Scrum Master must take action if the team is unable to deliver.

## **Code of Conduct**

This code of conduct for Group 9-TH applies to each member of this groupwork and sets standards for how the group interacts with itself and staff. These guidelines aim to support. As a result, we have adopted this code of conduct and require all participants to agree to and adhere to these Group Participation Guidelines to assist us in creating a safe and positive experience for all.

**These guidelines are designed to create a community in which everyone feels safe to participate, introduce new ideas, and inspire others, regardless of:**

- **Background Information**
- **Family Situation**
- **Gender**
- **Gender expression or identity**
- **Relationship status**
- **Sex**
- **Sexual orientation**
- **Age**
- **Native language**
- **ethnicity and/or race**
- **National origin based on caste**
- **Religion Socioeconomic status**
- **location geographically**
- **Any other aspect of diversity**

## When and how to use these principles

These guidelines outline our expected behaviour as Group 9 members in all Group 9 activities, both offline and online. The following rules must be followed for you to participate in any group events, including but not limited to:

- Working in Roehampton University Spaces
- Working with other members and other Roehampton university virtually or in person
- Exhibiting for Group 9 in public gatherings.
- Taking part in gatherings and off-sites for Group 9.

These guidelines work hand in hand with our expected behaviour rules and policies which sets out protection for each member of the group and of the university.

## **Expected Behaviour**

The following behaviour are expected of all members of Group 9-TH:

Be welcoming. Everyone from all ages, origins, and identities are encouraged to join us. Members of all sexual orientations, gender identities, and expressions, as well as those who are of any race, ethnicity, national origin, social class, educational attainment, colour, immigration status, sex, age, size, family status, political belief, religious affiliation, and mental and physical ability, are included but not limited to.

Be considerate and patient. To accomplish the best work, we can as a firm, we rely on one another. You should think about how your choices will impact your clients and co-workers when making selections.

**Be respectful.** Although we won't always agree, rude behaviour is never acceptable. We can't let our frustrations turn into personal attacks, even though we will all occasionally feel frustrated. An atmosphere that makes individuals feel uneasy or threatened is not conducive to creativity or productivity.

**Choose your words wisely.** Always act in a professional manner. Respect other people. Do not disparage or insult people. Harassment and behaviour that excludes people are unacceptable. Threats of violence are among them, but they are not the only ones. - Jokes and phrases that are discriminatory. - Disseminating violent or sexually explicit content using technology or other ways. - Personal jabs, particularly those that use racial or gendered slurs. - Unwanted sex attention. - Supporting or promoting any of the actions.

**Don't bother other people.** In general, you should stop if someone requests you to. Try to comprehend why we differ when we do. Most of the time, disputes and differences of opinion are inevitable. What matters is how constructively we handle differences and divergent viewpoints.

**Our differences can work to our advantage.** We are stronger when we are diverse. Various people's viewpoints on challenges can be helpful for finding solutions or inspiring new ideas. It doesn't necessarily follow that someone is incorrect if you cannot comprehend their point of view. Remember that we all make errors and that pointing the finger at one another won't help.

Instead, concentrate on fixing problems and taking note of your errors.

### **Consequences of Unacceptable Behaviour**

Any member of the group, even those who have the power to make decisions, cannot act inappropriately. Deliberate attempts to exclude persons from group activities are unacceptable and will be dealt with properly (unless as part of a consequence of the rules or other official action).

Please use school email to send a report to shekoufeh.rahimi@roehampton.ac.uk if you believe you are experiencing unacceptable behaviour that will not be accepted in accordance with these guidelines. The University of Roehampton triage reports.

After getting a brief explanation of your circumstance, they will analyse it and decide what to do next. They can undertake any inquiry and offer a variety of services, such as individual consultations and access to other community resources.

### **Attendance**

- Group meetings will be held on the respective days:
  - Tuesday 6pm
  - Thursday class hours which is 2pm-6pm
  - Sunday 6pm
- Every member is **required** to attend every lab, seminar session and weekly group meetings.
- Failure to do so warrants absent person to buy team lunch (up to £5 of value). Unless a valid reason is given with **proof which is validated by the majority**.

- Everyone is expected to plan their travel accordingly to arrive on time. The window for meeting lateness is 10 minutes. No exemptions.
- If you can't make the lesson or meeting contact the group and let us know in advance, please failure to do so will be noted.

### **Contribution**

- Every task assigned **must** be completed by given deadline. Failure to do so warrants an explanation of obstacles met, at weekly group meetings. Everyone is encouraged to tackle encountered obstacles individually. If solution can't be found, immediate on the day communication with team also encouraged.
- Any missed work is required to be caught up on before next meeting. This measure should keep the team collectively on track.

### **Ethics**

- Respect when working with teammates is essential.
- Disrespect will not be tolerated and in any given case will warrant a team report whereby incident will be logged.
- 3 or more such incidents will then force team to report this to module professor.