

CMPT 371 Team 3 - Code of Conduct

1. Team members are expected to conduct themselves professionally and treat each other with respect in person and in written communication.
2. The team will communicate primarily through Slack. Team members should keep up to date on messages, and check at least once per day. If someone needs a confirmation that team members have read a message, they should ask team members for acknowledgement. Team members should reply with their acknowledgement as soon as they receive and read that message.
3. Regular meeting attendance is expected for both large group meetings and smaller Developer/Tester/Triage team meetings. Team members with scheduling conflicts should notify the meeting coordinator of those conflicts at least before the meeting. Meeting coordinators should give appropriate advance notice before scheduling meetings.
 - 3a. If the meeting coordinator determines that a team member is failing to give appropriate notice before skipping meetings, they should notify the project manager. The project manager may award yellow or red cards to team members on a case-by-case basis.
4. Anyone modifying files or code not within their usual domain should consult with the appropriate team member before modifying and committing those files.
5. Team members should track their time and tasks regularly in the required Activity Logs.
6. Team members should stay up-to-date on all project policies and guidelines (eg. Coding style guide, build policies) and deliverables should adhere to those policies.
7. All contact with the client regarding the project after the completion of the course will be handled on an individual basis, not on a group basis.