

CODE OF CONDUCT

COMMUNICATION

All team members are expected to respond to group messages within an appropriate timeframe. An appropriate timeframe is defined as within 48 hours unless prior notice has been provided.

If a member is temporarily unable to attend meetings or complete assigned tasks, they must notify the team in advance. The remaining members will continue progress and redistribute responsibilities if required.

- If a member is unresponsive for more than 7 days, the group will first contact them privately to check their situation.
- A second occurrence will trigger an emergency team meeting where the individual may explain the situation and apologise to the group.
- If the behaviour continues, the lecturer will be contacted and asked to email the student.
- If necessary, the lecturer will then be requested to organise a meeting with the team to resolve the matter.

ATTENDANCE & PARTICIPATION

All members are expected to attend scheduled meetings where reasonably possible and actively participate in discussion.

- Failing to attend a meeting without prior notice will result in a warning.
- A second warning will lead to an emergency team meeting where the individual can explain their absence and apologise.
- Three unexplained absences will be reported to the lecturer.
- Continued absence after lecturer involvement may result in removal from the group.

CONTRIBUTION TO WORK

Each member must complete the tasks assigned to them on the Kanban board before the agreed deadlines.

- If a task is not completed, the member must explain the reason and agree on a revised deadline.
- Repeated failure to complete work without explanation will result in the task being reassigned and documented in meeting notes.
- Ongoing lack of contribution will be reported to the lecturer, supported by GitHub commit history and meeting records.

HONESTY & TRANSPARENCY

Members must communicate truthfully about their progress and any difficulties encountered.

- Concealing unfinished work or claiming work has been completed when it has not will result in a warning.
- A second incident will trigger an emergency team meeting where the member may explain themselves and apologise.
- Continued behaviour will be escalated to the lecturer.

ACADEMIC INTEGRITY

Any submitted work must be understood by the individual who produced it.

- If a member submits code they cannot explain, they must revise or redo the work.
- Repeated submission of incomprehensible work will be reported to the lecturer.

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CONSEQUENCES

If a team member does not follow this code of conduct, the following escalation process will be used:

- Internal discussion within the team
- Formal warning documented in meeting notes
- Lecturer notified with supporting evidence
- Request for removal from the team if behaviour continues

'I hereby agree to the terms and conditions of this code of conduct'

<i>Signed:</i>	<i>Date: 13th February 2026</i>
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