User-Centred Design

Task 1.3 Code of Conduct

Tutorial Day and Time: Wednesday 13:00 to 17:00

Group code: 5

Lecturer: Mrs. Thuy Linh Nguyen

Group Members:

Hai Hoang Le | s103542974

Bui Quang Danh Than | s104068879

Nguyen Quoc Bao Huynh | s103804535

Tho Hoang Long Cao | s104046037

1.   Communication

I have responsible for checking our agreed communication platform to cath up with all information about the projec including in the weekend . I would be keep in touch with my group team members through Messenger, Fpt email and Zalo. In the case the message can't reach our groups, list of members phone number and address are available for us to contact with the,

I agree to inform group members if I am busy or has trouble through our communication platforms before 12 hours. Individual work for members will be noted in a word file and group has responsible to finish their task on time.

All group communication will be in English. If someone the the group can not understand, we can use Vietnamese to explain.

2.   Meetings and Attendance

Meetings will take place weekly whenever the week requires group projects.

Meetings will be held before 12 hours through communication platform with time and location that is convenient for the majority of members, with consideration given to the following considerations to the extent possible:

⊠   scheduled university classes

⊠   duration and cost of journey from various locations/internet connection quality;

    ☒   parental and family responsibilities;

    ☒   student disabilities.

I will be attended and completed on time for each and every team meeting.

I will promptly contact my group members if an emergency prevents me from attending a group meeting.

I will attend tutorials on a regular basis.

Unexplained absences from many tutorials may result in a code of conduct violation notice. Continued absences from tutorials and/or team communications (e.g., 2 weeks or more) may result in a code of conduct violation notice and possible expulsion from the group.

3. Work Ethic

I will always participate to the teamwork; there's never been a moment whenever a group member handles all of task, or does none of the work.

I will accomplish the task that has been given to me before the deadline.

I will be an energetic person our group. I will not accept answers as fact, but will instead validate final outcomes by analyzing the question myself and trying to get the same results.

I shall be fully responsible for being informed with the meeting topic before the meeting

4. Work Quality

Each assignment must be understood by all members of the group.

If I'm not confident about a concept or solution, I'll do one or more of the following:

    ☒   Go over the relevant sections of the lecture notes and textbook.

    ☒   inquire with my teammates,

    ☒   consult with my tutor

    ☒   Make an appointment with the lecturer.

Before submitting each group problem, each participant will reach an agreement on an answer (e.g., via Trello vote).

Group members will agree on a grade and work hard to get that grade.

I will do everything in my power to help my fellow group members comprehend the job of the group.

Every group member is responsible for ensuring that the work produced is free of plagiarism.

If I am having trouble expressing myself in English, I will allow extra time for editing and seek assistance from a Swinburne Language and Academic Skills Advisor (links can be found in Canvas/Modules/Help).

6. Complaint Process and Penalties

I will discuss any issues I have concerning about our collaboration with my other team members.

The remainder of the team members must agree before issuing a warning or taking further measures.

> *Initial breach of the code of conduct: an emailed notification (Cc to all Group members and tutor)*

> *Second breach of the code of conduct: An email alerting the offending student of specific actions to be done and the repercussions of failing to take those actions (Cc to all Group members, Tutor and Lecturer). Instructor mediation session is optional during instructional time.*

> *Third breach of the code of conduct: Individual may be expelled from the group. If a student is removed from the group and cannot be put in a new group, the student will be asked to perform activities on his/her own from a maximum of 45 percent for the Project.*

As a Teammate, I agree to be governed by this code of conduct. I accept that if it is determined that I have violated this code, the Group may take additional action. This code of conduct may only be altered when all members agree.