

# Code of conduct

**Project name:** Audio DSP  
**Date of signing:** 13-02-2023

## 1.1 Tasks and responsibilities:

- Be physically present at Fontys for at least 3 days a week.
- Without an agreement of the whole group the standard days to be present at Fontys will be at least Tuesday and Wednesday. At these days you should be physically present at Fontys at the acknowledged place from at least 10:00 till 16:00 in person.
- You should at least be actively working 36 hours a week on the project.
- The group members following the EMC course can subtract 8 hours from the 36 active working hours on the project. During these 8 hours you should be actively working on the EMC course from the prior Engineering minor.
- Every Tuesday there will be a weekly progress meeting. All group members should physically attend this meeting and present their progress.
- Deliverables must be available at the date or time that was agreed.
- Deliverables must be of high quality. It is up to the team to decide whether the quality of deliverables meets expectations. The quality will be monitored during the weekly progress meeting.
- Be respectful at all times.
- Documents must be uploaded to the Teams folder so that all team members have access.
- Team members can be removed from the team if they do not respect this code of conduct.

## 1.2 If the code of conduct is violated:

- First violation: the member will be asked for a valid reason and be warned.
- Second violation: the tutor will be informed, the member will be asked for a valid reason and be warned.
- Third violation: the member will be excluded from the project and thus has to retake his minor.

Name of the team member:	Signature:
Busse Lommers	
Ahmed Bahaeldin	
Mahmud Gürler	
Youri Tils	
Silas Kamphuis	
Hein Verhallen	
Robin van den Dungen	