

CSCI992 Project: Code of conduct

Group B

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Introduction

In every professional team or modern work group, a set of compromised standards are established to regulate team's operations as well as the ways team members interacting with each other during the development time. Modern teamwork environment requires successful and efficient communication between members for both internal and external working environment. Having such an active and motivated environment decide the success of professional projects. Therefore, it is important to provide guidelines for teamwork cooperation as instructions to determine acceptable behaviors. This includes how works are distributed to team members, how team members communicate with each other and how to resolve conflicts etc. based on set of ethical standards. Due to the above reasons, we make the regulations as follow.

1. Group: Team organization and roles:

Team organization is the structure of one team. This includes the detail of all member in team in conjunction with their responsibilities in group. Team organization provides instructions of how should member contribute to the group's work as well as how to contact members via their detail. Detail of team structure and roles of group B are provided in the following table:

Name	Contact detail	Group roles	Responsibility
Qiusheng Chu	qc851@uowmail.edu.au	Group coordinator	Document writing, meeting organizing, meeting records taking etc.
Jianbo Zhao	Jz491@uowmail.edu.au	Team leader	Team drafting initiation, schedule drafting, UI design, requirements drafting etc.
Hoang Kim Nguyen	hkn193@uowmail.edu.au	Team member, developer	Modifying document, develop usable version of product using set of technologies, participate to the development cycle including documenting, coding, testing.
Junxin Ren	Jr239@uowmail.edu.au	Team member, security coordinator	Modifying documents, enhance the security strength of some parts of the entire project.

Ashwin Dilip Kharat	adk829@uowmail.edu.au	Team member, Developer,	Web developer, adding intelligent features. Participating in development cycle.
Sameer Vijay Maharjan	svm636@uowmail.edu.au	Team member, Developer, Product Tester	Documentation, participate to the development cycle including documenting, coding, testing.
Xinyu Zhang	Xz906@uowmail.edu.au	Team member, Developer	Participate in development of project and design of database.
Syed Ali Abbas Naqvi	Saan977@uowmail.edu.au	Team member, Developer	Main focus on developing backend while some assistance in the frontend development as well
Wenqiang Xu	wx432@uowmail.edu.au	Team member, Designer	To design and implement the program

2. Group communication: methods:

Group communication is important to ensure the smoothness of the project development. Since our group is multinational, common social networking websites are appropriate channels for casual communication. In our case, we chose **Facebook** as a casual communication during the semester session to exchange unofficial information, preplanning events or discussing new idea. Additionally, for the official information, all the team member should use **school's email** as essential channel to exchange official information (e.g.: meeting agenda, references, produced document). Therefore, members are required to reserve the **telephone number** and **e-mail addresses** of all other members. Besides, checking the mail box on daily basis is a must for all team members to keep up with the updates of group's work. Also, there are some other voicing methods for team meeting such as: Skype, Viber or Messenger, etc.

3. Group communication: expectations:

- A. Members are expected to check their email on daily basis for the latest group work's updates.
- B. Vacation time includes a lot of spare time also is the time when some team members are not in Australia, Skype would become the main method of communication via Internet. Meanwhile, checking mail box would be consistent.
- C. If there are some other emergencies which results in having troubles in attending team activities, team member should reach out the team leader and tell him the exceptions.

4. Group: member conduct expectations:

- A. Every team member should attend team activities on time such as group meeting, brain storming and design negotiation etc.
- B. Without any reason (NOT EXCUSE), all team members should appear in group activities and thoughts must be PRESENT.
- C. In the group meeting, team member should be active in expressing their own thoughts towards the meeting agenda topic.
- D. Every team member should keep their words and submit the tasks in time. If there are some inevitable reasons, please inform group at least team manager as early as possible so team can re-schedule the time table and project progressing.
- E. Every member should ensure the quality of individual work which has been distributed in group meeting. Instead of finishing it in hasty, everyone has to pay enough attention and time to think and finish them.
- F. All members must obey the team regulations. If not, counter punishments would be delivered.

5. Group: Conflict Resolution:

When some idea disagreements appear, both sides should express their ideas first and the counter supports or reasons. Then after taking certain leaps and re-consider the problem again which includes analyzing the strengths and weaknesses, we could consult supervisors for some professional advice if we still cannot reach the consensus. Additionally, voting for the supported ideas would also be an effective way. The confliction should be resolved base on respect for member's opinion as well as following the set of professional ethics.

6. *Ethical Principles:*

Ethical principles demonstrate the acceptable and unacceptable behaviors of team's members during the development process. The following statements are ethical principles which aim to shape team's culture and the way our team should operate:

- A. Team members should be dedicated with their work and positions.
- B. The ideas should be clearly presented to team as well as resolving any outstanding question.
- C. Providing honest and accurate information for contributing to the project's development.
- D. Obeying the team regulations and ethical principles for example: finishing work in time without delaying and ensuring that the work is finished with no plagiarism.
- E. Respecting and paying enough attention to other members' opinions or idea.

7. *Values:*

A. Customer first

Customer first is the business concept of enterprises, the customer service in the first place of thinking, that is, to establish a consumer-centric concept, customers would like to think that how to meet customer needs.

B. Teamwork

In 1994, Stephen P. Robbins, a professor of management at the University of San Diego in the United States, first proposed the concept of "team": a formal group of individuals who collaborated in order to achieve a goal. In the ensuing decade, the idea of "teamwork" swept the world.

Teamwork is a spirit of voluntary cooperation and concerted efforts to achieve the stated goals. It can mobilize all the resources and talents of the team members, and will automatically get rid of all discord and injustice, and will give those sincere, impartial devotees to the appropriate return. If teamwork is voluntary, it will produce a powerful and lasting force.

C. Embrace change

In the process of project development and operation, we need to face a variety of changes, from demand changes to a variety of unexpected situations, so we need to be prepared to face the challenges of these changes.

D. Enthusiasm

Enthusiasm is the greatest motivation for work - if you cannot make all your body and mind are put into the work, you do no matter what work, may become a mediocre generation.

Work attitude is an important criterion for measuring whether a member of team is dedicated. If a member does not have the basic work attitude - try to do a good job, be proactive, have a sense of responsibility, how can he be responsible for his work?

E. Integrity

Integrity refers to a person's honesty and credit, it is embodied in a person's personality, value orientation, but also with the value of corporate customers good reputation is closely related. Traditionally, integrity is a person's degree of reliability and trust, it is the core of the character. People's understanding of integrity, previously limited to a person honest degree, and later extended to the reliability, responsibility and social compliance and so on.

With integrity of the members, will be anytime, anywhere in good faith to carry out business, to comply with the rules of the team and social ethics, the work has a strong sense of responsibility.

F. Dedicated

In the dictionary, the explanation about dedication is: dedication to the business. One of the oldest and most authoritative polls in the United States, Gallup Consulting Ltd, set up the "The Gallup Path" model through nearly 40 years of research on the relationship between the success factors of healthy business success factors. They believe that members engagement is to create a good environment for members to play on the basis of his advantage, so that each member has a sense of belonging, resulting in "ownership responsibility."

Vision: We hope that every client who uses service of our platform will have a pleasant experience.

Mission: We aim to build a future business ecosystem. Our vision is to make our service provide by our platform can be a bridge of communication between both customers and providers to close their distance, and continue to develop for many years.

8. Accountability:

Every team member has their own specific roles and accountability towards themselves and all others. Everyone should take their responsibility of own work and make sure that full attention has been paid. All accountability includes:

A. No plagiarism.

- B. Self-discipline.
- C. Obey the team regulation.
- D. Work quality guarantee.
- E. Being active in group meeting.

9. Quality Assurance

Every distributed work should be finished in time. After every meeting, the work, countering requirements, formats and submitting time would be distributed. During the next meeting, all the distributed works would be inspected and discussed. Then probably, documentation, design, requirement elicitation and coding implementation parts will still be modified and polished, until all works would live up with the previous expectation.