**Code of Conduct**

1. **Behaviour** 
   1. Respectful behaviour is needed throughout the project time period.
2. Be kind.
3. Be polite.
4. Different opinions and beliefs must be respected and listened to.
5. Taking responsibility.
   1. Any disrespectful behaviour will be reported and following actions will be taken.
6. Being angry and rude to others need to be always avoided.
7. Bullying team members cannot take place.
8. No verbal threads should be always used.
   1. Harassment in any way is to be avoided and will be reported and required actions will be taken.
9. No personal insults can take place except for constructive criticism.
10. No racial jokes can always take place.

Not complying with these conditions will result in behavioural misconduct and you will be terminated from the team.

1. **Confidentiality** 
   1. No work is to be given out from the group to any other group.
   2. No work from any other group can be used within the group this will lead to plagiarism and will result with following actions.

The actions taken to anyone who commit any mentioned policy will result getting zero marks as it will be categorised as academic misconduct.

1. **Team player**
   1. Every team member is to proceed with their given task.
   2. If any task is confusing or needs to be clarified it is to be notified to the rest of the group within 4 – 6-hour time frame and will result in a quick huddle with the group as soon as possible and will be clarified.

Failure to commit to a be a team player will result in members taken as not cooperating and will be informed to the module teacher.

1. **Punctuality** 
   1. Every member is required to attend every class and meeting.
   2. Failure to attend any meeting or class would result in the member buying the rest of the member “boba” (bubble tea).
   3. Unable to attend any need to be informed before 1 hour before the meeting.
   4. Unable to attend any class needs to be informed 1 day prior and need to be proved with relevant information.
2. **Meetings**
   1. All meetings will be scheduled 24 hours.
   2. There will be 4 catch up meetings scheduled every week.

Failing to attend meetings will result in team members being complaint to the module teacher.

1. **Platforms**
   1. All meetings will be held through Google meets and Discord.
   2. All messages will be held through Discord and WhatsApp.
   3. Meetings will hold every week on:
2. Monday: 6pm - 7pm (university library).
3. Tuesday: 2pm – 3pm (university library).
4. Thursday: 6pm – 7pm (university library).
5. Friday: 11pm – 11:30pm (google meets)
6. **Questions**
   1. Every member can ask questions during the meetings or through messages.
   2. Scrum master or Product owner will answer questions as soon as possible. If it is an urgent matter member are always allowed to hold a meeting or alert Product owner.
7. **Emergencies**
   1. If a member of the group has an emergency and will not be able to continue their work, they are asked to immediately contact scrum master or the product manager.
   2. If the member is unable to contact scrum master or the product manager, they should drop a message to the group and let everyone know about the situation.
   3. If the following instructions are not followed, they will be disciplined due to lack of commitment.