**Code of Conduct**

**Behaviour**

* Respectful behaviour is needed throughout the process
* Any disrespectful behaviour will be reported and following actions will be taken.
* Harassment in anyway is to be avoided and will be reported and required actions will be taken.

**Confidentiality**

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

**Team player**

* Every team member is to proceed with their given task.
* 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.

**Punctuality**

* Every member is required to attend every class and meeting.
* Failure to attend any meeting or class would result in the member buying the rest of the member “boba” (bubble tea).
* Unable to attend any need to be informed before 1 hour before the meeting.
* Unable to attend any class needs to be informed 1 day prior and need to be proved with relevant information.

**Meetings**

* All meetings will be scheduled 24 hours.
* There will be 4 catch up meetings scheduled every week.

**Platforms**

* All meetings will be held through Google meets.
* All messages will be held through Discord and WhatsApp.