Code Of Conduct

The SEM Group Code of Conduct is to outline the groups values and principles while providing guidelines on expected behaviour to create energetic and productive environment to work in during the SEM Group Project.

This Code of Conduct is in addition to the standards set out in the Napier University Student Charter & Professional Standards found [here](https://my.napier.ac.uk/your-studies/regulations-conduct-and-safety/student-charter) and Napier University Academic Regulations found [here](https://staff.napier.ac.uk/services/dlte/regulations/Pages/Regulations.aspx).

The code of conduct is living document which we expect to grow and evolve as we proactively address unexpected issues and challenges. We are committed to continual improvement, both in the application of this document and in any tasks we undertake as a group.

# Mission

Our mission as a group is to absorb and understand the teachings of the Software Engineering Methods unit and apply these learnings to a software engineering project. The project delivery is our academic assessment of this unit, as such, we aim to deliver every component required to the highest standard achievable. We will distribute and complete work equally and fairly, with no single member doing far more or less than another (unless previously agreed under exceptional circumstances). We aim to achieve the maximum points awarded at each stage as group.

# Measure of Success

* Delivering high quality work on time
* Collaborative and efficient teamwork
* Honest assessment of individual and group performance
* Identifying and implementing performance improvements
* Maintaining high team morale

Success will be evaluated after each project milestone (code reviews) and during each sprint retrospective as well as on an ad hoc basis where necessary.

# Values

This is a document supplements the existing student standards and aims to help foster the type of environment we wish to work within. Rather than setting hard rules and consequences, it outlines the values which will guide our approach to this project. These values are broadly aligned with the principles of the ‘Scrum’ methodology.

### Commitment

We commit to

* Achieving our goals
* Completing work to the best of our abilities
* Deadlines set by the course lecturer and the group
* Adding value to the group
* Overcoming obstacles as team
* Supporting each other

### Courage

We have the courage to

* Do the right thing
* Ask for help
* Speak honestly without emotion
* Voice ideas and concerns
* Challenge our own assumptions
* Be bold

### Focus

We are focussed on

* Single tasks or goals at a time
* Sticking to priorities
* Sprint goals
* Minimising distractions
* Maintaining momentum
* Accountability

### Openness

We are open to

* New ideas
* Different ways of working and thinking
* Being vulnerable
* Feedback
* Growth

### Respect

We respect

* That every member is a capable independent individual
* Each team members’ voice
* Individual difference and perspectives
* Everyone’s experiences
* The value of team members’ time

## Exceptional Circumstances

We accept and understand that some team members may experience genuine exceptional circumstances that effect their ability to engage and perform within the team. Exceptional circumstances may be (but are not limited to), bereavements, serious medical issues, family or personal emergencies, caring obligations etc.

In these circumstances teams members are required to inform the group that their contribution will be diminished at the earliest opportunity. We as a team aim to support members who have these issues and reserve the right to re-distribute work to alleviate pressure on the affected individual. Under these circumstances, we will not penalise team members for failing to meet obligations so long as the effected member remains communicative and engages with the rest of the team

# Conclusion

This document may be reviewed and amended as needed to support the team through the Scrum process. Changes should be proposed and agreed upon by the majority of team members before being introduced.

Above all we adopt the mantra from famous philosophers Bill S. Preston, Esq and Theodore Logan,

*“Be excellent to each other”*