Data Visualisation

Code of Conduct

**Tutorial Day and Time:**  Monday 9:00

**Group Number:**

**Group Members:**

Lai Gia Khanh

Nguyen Duy Anh

1. Communication

All the information will be discussed through our agreed communication channel which is Discord server. I will check the message on our communication channel daily.

Tasks assigned to each member will be informed through our communication channel and kept track closely.

1. Meetings and Attendance

There will be weekly meetings and they will be notified in advance through our communication channel.

Meetings will occur at proper time and methods which is convenient to both members:

* During the scheduled classes
* Online meetings on Discord

Each members must attend all the team meetings and be on time. If I have any issues that cannot attend the meetings, I will informed immediately to my partner.

1. Work Ethic

All the tasks of the project will be divided equally between members.

Each members must complete the assigned work on time and with the highest quality as possible.

Being an active member, taking part in every aspects of the project and always willing to support the partner.

1. Work Quality

All members have to make sure that they understand the knowledge and their assigned tasks.

In case anyone does not understand something, I will:

* Read again the lectures or do research.
* Ask for help from the partner.
* Talk to the tutor.

All the work will be discussed and agreed between members before handing in.

Every members are required to complete the assigned tasks that is free from plagiarism.

1. Complaint Process and Penalties

If there is any concerns about teamwork, I will discuss with my group members.

In order to issue a warning or to take further action, the rest of the group members must be in agreement.

*First breach of code of conduct:* receive warning in group.

*Second breach of code of conduct:* receive warning in group and tutor. Can be considered to remove from the group.

As a member of the group, I agree with this code of conduct. This code of conduct can only be modified if all members approve.

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| **NAME** | **ID** | **SIGNATURE** | **DATE** |
| Lai Gia Khanh | 104222015 | Khanh | 08/01/2024 |
| Nguyen Duy Anh | 104212294 | Anh | 08/01/2024 |