

Software Architecture & Design – Code of Conduct

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This university 'Code of Conduct' (COC) has been drafted to detail the rules and expectations in accordance with the professional conduct and respectful behaviour expected for all team members within the group. Adherence to the COC will allow us to foster a positive, productive, and respectful work environment to accomplish our target goals throughout the semester.

1. Scope & Applicability

This code of conduct applies to all the team members involved in the project.

2. Principles & Expectations

We, as a team, expect all team members to be able to maintain a kind, considerate, and respectful attitude towards one another. This includes listening to each other's ideas & input, offering helpful constructive feedback, and ensuring everyone feels comfortable contributing.

Teamwork is essential, so we'll share responsibilities fairly, communicate openly, and support each other throughout the project. Each member is responsible for completing their tasks on time and letting the group know if they need help or encounter any issues via the group chat.

Disagreements should be handled calmly & respectfully with a focus on finding solutions and compromising where necessary to ensure we can support one another as we work towards meeting project deadlines together as a team.

3. Professionalism

It is key that all team members understand the importance of this project, respect upcoming deadlines, communicate effectively, and contribute responsibly to ensure the team's success.

While a rigid/strict atmosphere is not expected, all team members should remain mindful of their responsibilities and approach the project with the understanding that it contributes to our degree grade.

4. Communication Channels

We will be primarily using the 'WhatsApp' group chat to communicate/update one another to discuss progress bi-weekly, however, if necessary, 'Teams' will be used for quick 10-to-15-minute group calls.

5. Accountability & Consequences

All team members are expected to follow the Code of Conduct. If a member fails to meet expectations—such as missing deadlines, not communicating, or not contributing—initial discussions will take place within the team to resolve the issue. If the problem persists, the matter will be escalated to the lecturer in charge as a last resort. The team aims to address issues collaboratively, but ongoing non-cooperation may result in reduced involvement or marks for the individual.

6. Amendments & Agreement

This 'Code of Conduct' is a living document, any changes can be made if necessary to better meet the needs of the team or adapt to unforeseen challenges. Any amendments must be proposed during a team meeting & require agreement from all members before implementation.

By agreeing to this 'Code of Conduct' (COC) document, each team member acknowledges their responsibilities and commits to upholding the principles outlined above.