# Dilston Software Engineering Practice Team

**Mission**

The mission as a project manager is to ensure that teamwork is within the highest of qualities and ensuring that everyone contributes towards the end solution efficiently. It is the project manager's responsibility to be organising the team well enough to ensure the project runs smoothly. As a result, a code of conduct is used to ensure all team members are on the same page regarding guidelines and expectations within the team.

**Code Of Conduct**

Meetings

- Attending meetings is important and everyone shall attend every time unless a reasonable reason is given
- Meetings shall be scheduled before-hand, weekly
- Meetings start and finish on time, every time, unless involved parties agree to stay overtime
- Everyone shall be active listeners and not interrupt when other people are trying to voice their opinions

Decisions

- Decisions will be made based on team input and no one will be the one taking the decision ultimately but rather the team will be making decisions
- It is expected for members of the team to disagree, it is important to acknowledge the differences and finding alternative agreements whilst remaining respectful
- It is crucial for members of the team to speak out when they disagree or have an important input to give

Confidentiality

- Personal matters outside of the project shall remain personal as it is no one else's business in the team
- There shall be no room for speaking about another team member regarding their personal matters

Collaboration/Teamwork

- It is vital that everyone contributes to the solution equally
- Team members shall work together and help each other throughout the project
- It is important for finished work to be uploaded on the collaboration tool used for other members to access and collaborate

Communication

- All members of the team are responsible for communication and ensuring that agreed communication channels are being actively checked
- If you don't communicate your ideas and opinions, the team will not know what you're thinking and as a result won't acknowledge them

- All team members are required to always remain open for communication with other team members and ensure no one is being ignored
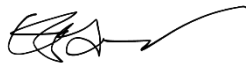
Attitude/Behaviour

- It is required for all team members to always remain respectful
- Being offensive towards other team members will not be tolerated and lead to severe consequences
- Personal attacks will not be tolerated and will lead to severe consequences
- There shall be no harassment in any way regarding sex, gender identity, race, physical appearance, disabilities and any other personal characteristics otherwise lead to severe consequences

As part of the Dilston software engineering team, I agree to the guidelines set and I will ensure that it is my responsibility to follow them

Signatures of all team members:

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|---|---|
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