**Code of Conduct**

-Team code-

Group J

*Written by:*

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# Version Control

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| --- | --- | --- | --- |
| **Version** | **Date** | **Tasks** | **Editor** |
| 1.0 | 08.02.24 | Created Document and filled out the document | Polina Zueva |
| 1.1 |  | Signed the contract | Everybody |

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# Chapter 1: Introduction

This document was created to unite and strengthen the group and to support a proper work environment. Ground rules and boundaries can be found in this document, when those are crossed or broken, the member gains a written warning and by the collection of **2 warnings (the 3rd one leads to removal of the group)**, he/she will have to leave the group after all the teachers got informed.

# Chapter 2: Ground rules

1. Normal group meetings must be scheduled at least 48h in advance, so that every member has a chance to prepare.
   1. **Emergency Meetings** can be scheduled less than 12h in advance.
   2. These meetings can only be requested when a major decision is required.
      1. When something leads to the failure of the project
      2. When anyone has a serious matter that needs to be discussed
2. **ATTENDANCE IS MANDATORY, TO EVERY MEETING**
   1. If participating is not possible, the group leader needs to be informed prior to the meeting.
3. Notes of every meeting need to be recorded.
4. All members must be physically present at least 2x a week.
5. English is the only acceptable spoken language during project hours as well as meetings. Any other language spoken during these hours is prohibited.

# Chapter 3: Contact Conditions

1. For calling meetings, the group prefers Teams and for plain communication, the group will use the internal WhatsApp group.
2. The **working hours** are from 9:00 – 18:00 during the week.
   1. During **weekends**, the time is cut to 10:00 – 17:00.
   2. Every member must answer the group discussions if necessary.
   3. No member is obligated to stay in contact after the hours.
   4. An emergency call can obligate members to join a discussion if the rules from chapter 2 are respected.

# Chapter 4: Produced goods

1. The set goal of total hours for this project is 84 hours (about 1 week). Each week, every member must put in an average of 9-10 hours every week.
2. All hours that have been conducted need to be put in the group's hour sheet
   1. The hour sheet needs to provide a proper description of the task.
3. Working on documents must be done in the GitHub environment.
   1. If there are internal questions, comment in your matching color or ask in the official What’s app group.
   2. State your changes and questions on WhatsApp, the member then must review his work.

# Chapter 5: Deadlines and Penalties

1. As mentioned in Chapter 2, the second warning can be seen as the last internal one.
   1. The 3rd warning leads to the leaving of the group.
2. If a deadline cannot be met in the bespoken time, the member must professionally state the reason and inform the group about it.
3. If a sub task or the project itself suffers from time shortage, every member is obligated to put in extra hours and be more available on WhatsApp.

# Chapter 6: Motivation

1. Be kind to each other.
2. Support a fun and productive working space.
3. Do not exclude any members.
4. Team bonding games may be played to loosen up the group and to unite them.

# Chapter7: Quality Control

1. Every Document and deliverable needs to be checked by at least one other member.
   1. Every Document needs to be proofread and signed off.
      1. Use your member color to mark and comment on the docs.
   2. Members have the right to ask a 3rd member to sign off his/hers work.
2. Code must be commented on to provide a good understanding of your work.
3. Support and strive for completing your deadlines and tasks.

# Chapter 8: Issues and disagreements

In case of greater issues, please notify the team leader or co-leader of the group. These roles fulfill some sort of HR function, and they try to solve every issue inside the group.

# Signature

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