



# Code of Conduct

Module: 2023.24 Software Engineering - CMP020N204S

This Code of Conduct outlines our expectations for all group members involved in our undergraduate software development module assignment. It is designed to create a positive, productive, and respectful environment for everyone to contribute effectively.

**1. Equal Contribution:** Every member is expected to contribute equally to the project. Contributions can vary in form but should reflect a fair distribution of work.

**2. Meetings:** Regular meetings are scheduled weekly. Additional meetings may be organized as necessary to ensure project progress. Attendance is expected unless prior notice is given.

**3. Weekly Updates:** Members must provide updates on their tasks during the weekly meetings to ensure transparency and track progress.

**4. Attendance:** Members should attend all related classes to stay informed on project requirements and updates. Regular class attendance is crucial for success.

**5. Respect and Inclusivity:** Respect for all group members is mandatory, irrespective of any personal or cultural differences. Our diversity is our strength.

**6. Commitment and Timeliness:** All members must fulfil their commitments and complete assigned tasks on time. Delays should be communicated as early as possible.

**7. Collaboration:** Challenges should be addressed collectively. Open communication, mutual support, and problem-solving are key to overcoming obstacles.

**8. Participation:** Active participation in discussions and decision-making processes is essential. Every member's input is valuable.

**9. Integrity:** We uphold academic and professional integrity in all our endeavours. Plagiarism, dishonesty, or any unethical behaviour is unacceptable.

**10. Accountability:** Missing a meeting without a valid reason may require a gesture of accountability, such as treating the group to coffee, to maintain a positive team dynamic.

**11. Performance and Membership:** Continuous underperformance or failure to meet the group's expectations can lead to a discussion about group membership, potentially resulting in removal with professorial oversight.

**12. Adherence:** Following this Code of Conduct is essential for a productive and harmonious project environment.

## Acknowledgment

By signing this document, you agree to adhere to the Code of Conduct and commit to fostering a respectful, collaborative, and productive work environment.

8<sup>th</sup> February 2024

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